



Sonali Bank PLC.
Credible and Smart

No.HRMD/SEC-3/PF/SO-28122/2101

Date : 24 March 2025

ETU DUTTA (G-51180)
Passport No. A14759474
Senior Officer
Sonali Bank PLC
N.A Chowdhury Road Br, Chattogram
Bangladesh.

Subject : Sanction of 05 (Five) days' leave outside Bangladesh with full pay to visit Nepal.

Dear Sir

We have the pleasure to advise that in consideration of your application and recommendations of Sonali Bank PLC, General Manager's Office, Chattogram-North, Chattogram vide their letter no-431 dated 25 February 2025, the authority has sanctioned 05 (Five) days' leave outside Bangladesh with full pay including transit period and government/ weekly holidays from the date of avail with permission to visit Nepal under the following terms and conditions

- (1) You will have to bear all expenses for the proposed visit;
- (2) There will be no financial involvement of Sonali Bank PLC./Government of Bangladesh;
- (3) Staying abroad over the sanctioned leave will not be allowed; and
- (4) This sanction letter is valid for 03 (three) months from the date of issue.

Yours faithfully


(Masud Ahmed Khan)

Assistant General Manager.

Masud Ahmed Khan
Assistant General Manager
Human Resource Management Division
Sonali Bank PLC
Head Office, Dhaka.

www.sonalibank.com.bd

Human Resource Management Division (Sec-3)
Head Office, Motijheel C/A, Dhaka-1000, Bangladesh.
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Yours faithfully

Sd/-

(Masud Ahmed Khan)

Assistant General Manager.

Copy forwarded for kind information & necessary action:

01. General Manager, Sonali Bank PLC. General Manager's Office, Chattogram-North, Chattogram.
02. Deputy General Manager, Sonali Bank PLC. Principal Office, Central, Chattogram.
03. Manager, Sonali Bank PLC. N. A. Chowdhury Road Branch, Chattogram. They are requested to send his joining report after avail of leave.
04. Immigration Officer, All International Airports/Landports of Bangladesh.

Masud Ahmed Khan
Assistant General Manager
Human Resource Management Division
Sonali Bank PLC
Head Office, Dhaka.

Assistant General Manager

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