



Sonali Bank PLC

Credible and Smart

No. HRMD/SEC-5/ABROAD_MALAYSIA/SOC-12536/1762

Date: 04 March 2024

PAPIA SULTANA (G-45734)
Senior Officer Cash
(Passport No: A12355951)
Sonali Bank PLC
Foreign Remittance Management Division
Head Office, Dhaka.

Subject: Sanction of 10 (Ten) days leave (Outside Bangladesh) with full pay to visit Malaysia as Attendant of Child's treatment.


Dear Sir,

We have the pleasure to advise that in consideration of your application and recommendation of Sonali Bank PLC, General Manager's Office, Dhaka-Central, Dhaka vide their letter no 391 dated 29/01/2024, the authority has sanctioned **10 (Ten) days leave with full pay (Outside Bangladesh)** including transit period and government/ weekly holidays from the date of availing with a permission to visit Malaysia as Attendant of your Child's treatment under the following terms & conditions:

Conditions:

- 1) You have to bear all expenses of the proposed visit. There will be no financial involvement of Sonali Bank PLC/ Govt. of Bangladesh.
- 2) This sanctioned leave will be treated as 'Leave outside Bangladesh'.
- 3) Over staying is strictly prohibited.
- 4) This sanction letter is valid for 03 (Three) months from the date of issue.

Yours faithfully,


(Sultana Razia)
Assistant General Manager
Human Resources Management Division
Sonali Bank PLC
Head Office, Dhaka



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Yours faithfully,

Sd/-

(Sultana Razia)
Assistant General Manager

Copy forwarded for kind information & necessary action:

1. General Manager, Sonali Bank PLC, Foreign Remittance Management Division, Head Office, Dhaka/ General Manager's Office, Dhaka-Central, Dhaka.
2. Deputy General Manager, Sonali Bank PLC, Foreign Remittance Management Division, Head Office, Dhaka. Please send the joining report of the related officer specifying the date of leave availed/ Wage Earners Corporate Branch, Dhaka.
3. Immigration Officer, All Airport, All Land port, Bangladesh.
4. Personal File/Master Copy.


Assistant General Manager
Foreign Remittance Management Division
Head Office, Dhaka