



Sonali Bank PLC

Credible and Smart

No. HRMD/SEC-5/ABROAD_IND/SOC-9541/2133

Date: 07 March 2024

MD MUSFIK KHAN (G-39446)
Senior Officer Cash
(Passport No: A06744500)
Sonali Bank PLC
Rajshahi Medical College Hospital Branch, Rajshahi.

Subject: Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit India as Attendant of Wife'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, Rajshahi vide their letter no 613 dated 14/02/2024, the authority has sanctioned **15 (Fifteen)** days leave with full pay (Outside Bangladesh) including transit period and government/ weekly holidays from the date of availing with a permission to visit India as Attendant of your Wife'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 Resource 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, General Manager's Office, Rajshahi.
2. Deputy General Manager, Sonali Bank PLC, Principal Office, Rajshahi. Please send the joining report of the related officer specifying the date of leave availed.
3. Manager, Sonali Bank PLC, Rajshahi Medical College Hospital Branch, Rajshahi.
4. Immigration Officer, All Airport, All Land port, Bangladesh.
5. Personal File/Master Copy.


Sultana Razia
Assistant General Manager
Human Resource Management Division
Sonali Bank PLC.
Head Office, Dhaka.

www.sonalibank.com.bd

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