



**Sonali Bank PLC**  
*Credible and Smart*

No. HRMD/SEC-5/ABROAD\_IND/SOC-11183/3061

Date: 17 April 2024

TAPATI DAS (G-43553)  
Senior Officer Cash  
(Passport No: A01778218)  
Sonali Bank PLC  
Mirpur Shilpa Elaka Branch, Dhaka.

**Subject: Sanction of 30 (Thirty) days leave (Outside Bangladesh) with full pay to visit India for Mother'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 North, Dhaka vide their letter no 271 dated 15/02/2024, the authority has sanctioned **30 (Thirty) days leave with full pay (Outside Bangladesh)** including transit period and government/ weekly holidays from the date of availment with a permission to visit India for Mother'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.

[www: sonalibank.com.bd](http://www.sonalibank.com.bd)

Human Resource Management Division (Section-5), Head Office, Sonali Bank PLC  
35-42, 44, Motijheel Commercial Area, Dhaka-1000.  
Contact: 02-223384515, 02-47115437, Email : [sbl.hrmd5@sonalibank.com.bd](mailto:sbl.hrmd5@sonalibank.com.bd)

Hotline : 16639  
+880 9610016639



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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, Dhaka North, Dhaka.
2. Deputy General Manager, Sonali Bank PLC, Principal Office, Mirpur, Dhaka. Please send the joining report of the related officer specifying the date of leave availed.
3. Assistant General Manager, Sonali Bank PLC, Mirpur Shilpa Elaka Branch, Dhaka.
4. Immigration Officer, All Airport, All Land port, Bangladesh.
5. Personal File/Master Copy.

  
Assistant General Manager  
Human Resources Management Division  
Sonali Bank PLC  
Head Office, Dhaka.

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