



Sonali Bank PLC
Credible and Smart

No. HRMD/SEC-5/ABROAD_IND/SOC-14843/3677

Date: 07 May 2024

SHAMIMA YESMIN (G-50542)
Senior Officer Cash (Joint Custodian Cash)
(Passport No: A08102251)
Sonali Bank PLC
Kalatia Branch, Dhaka.

Subject: Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit India 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 South, Dhaka vide their letter no 1182 dated 02/04/2024, 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 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

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

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

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 South, Dhaka.
2. Deputy General Manager, Sonali Bank PLC, Principal Office, Dhaka South, Dhaka. Please send the joining report of the related officer specifying the date of leave availed.
3. Manager, Sonali Bank PLC, Kalatia Branch, Dhaka.
4. Mr. Firoz Al Masud (G-44627), Senior Officer Cash, Kalatia Branch, Dhaka. As per recommendation of General Manager's Office, Dhaka South, Dhaka and consequent approval of the authority you will take over the charge of Joint Custodian Cash temporarily during the leave of Mr. SHAMIMA YESMIN (G-50542).
5. Immigration Officer, All Airport, All Land port, Bangladesh.


Assistant General Manager

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

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	Hotline : 16639 +880 9610016639
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