



Sonali Bank PLC.

Credible and Smart

No.HRMD/SEC-3/PF/SO-16399/308

Date : 23 January 2024

ZIAUR RAHMAN (G-41402)

Passport No. A05751587

Senior Officer

Sonali Bank PLC

Habigonj Branch, Habigonj

Bangladesh.

Subject : Sanction of 15 (Fifteen) days' leave outside Bangladesh with full pay for medical treatment in India.

Dear Sir,

We have the pleasure to advise that in consideration of your application and recommendations of Sonali Bank PLC, General Manager's Office, Sylhet vide their letter no. 3133 dated 27 December 2023, the authority has sanctioned has sanctioned 15 (Fifteen) days' leave outside Bangladesh with full pay including transit period and government/weekly holidays from the date of avail with permission for medical Treatment in India under the following terms and conditions:

- (1) You will have to bear all expenses of 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


Sd-

(Masud Ahmed Khan)

Assistant General Manager.

Copy forwarded for kind information & necessary action:

01. General Manager, Sonali Bank PLC., General Manager's Office, Sylhet.
02. Deputy General Manager, Sonali Bank PLC, Principal Office, Habigonj.
03. Manager, Sonali Bank PLC, Habigonj Branch, Habigonj. They are requested to send his joining report after avail of leave.
04. Immigration Officer, All International Airports/Landports of Bangladesh.


Assistant General Manager

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

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