



Sonali Bank PLC.
Credible and Smart

No.HRMD/SEC-3/PF/SO-16423/313

Date: 10 January 2024

TANIA MUNMUN (G-40392)
Passport No. EE0448918
Principal Officer
Sonali Bank PLC
Dhaka Cantonment Corporate Branch, Dhaka
Bangladesh.

**Subject : Sanction of 15 (fifteen) days leave (Outside Bangladesh) with full pay to
visit 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, Dhaka-Central, Dhaka, vide their letter no- 4586 dated 19 December 2023 the authority 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 to visit India as medical attendant under the following terms and conditions:

- (1) You will have to bear all expenses for 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, Dhaka-Central, Dhaka.
02. Deputy General Manager, Sonali Bank PLC. Dhaka Cantonment Corporate Branch, Dhaka.
03. Immigration Officer, All International Airports/ Landports of Bangladesh.
04. Master Copy /Personal File/Office Copy.

Assistant General Manager

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

Human Resource Management Division(Sec-3)

Head Office, Motijheel C/A. Dhaka-1000. Bangladesh.

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