



NO.HO/HRMD/OMD/SEC-4/(PF-23817)/8242

Dated : 18 October, 2023

JAHANARA BEGUM (G-33722)

(Passport No-A07514246)

Officer (IT)

Sonali Bank PLC

Human Resource Management Division(Section-6)

Head Office,

Dhaka.

**Subject : Sanction of 15 (Fifteen) Days Leave (Outside Bangladesh) with full pay to visit India
for Medical Treatment.**

Dear Sir,

Reference your application dated the 03 October, 2023 on the captioned subject.

We have to advise that in consideration of your application the authority has sanctioned **15 (Fifteen)** days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit India for Medical Treatment under the following terms & conditions:-

- a) You will have to bear all expense of the visit. There will be no financial involvement of Sonali Bank PLC/Government of Bangladesh.
- b) The Period of travelling will be adjusted from earned leave.
- c) Staying abroad over the sanctioned leave is strictly prohibited.
- d) This sanctioned letter will remain valid for 03(three) months from date of issue.

Yours faithfully,

Sd/-

(Masud Ahmed Khan)

Assistant General Manager

Phone :+88-02-223385529

Copy forwarded for kind information & necessary action to:-

01. Assistant General Manager, Human Resource Management Division (Section-6), Sonali Bank PLC, Head Office, Dhaka.
02. Immigration Officer, All Airports/All Land Ports, Bangladesh.
03. EDP Copy.(With a request to upload the letter on Bank's website.)
04. Personal File/Confidential File/Master Copy.


Assistant General Manager

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