



**SONALI BANK PLC**  
*Credible & Smart*

NO.HO/HRMD/OMD/SEC-4/(PF-23789)/1244

Dated : 18 February, 2024

**RITA RANI SAHA (G-34406)**

(Passport No-B00034029)

Officer (IT)

Sonali Bank PLC

Principal Office,

**Khulna.**

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

Dear Sir,

Reference may please be made the letter No. 257 dated the 29 January, 2024 of General Manager's Office, Khulna on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Khulna 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:-

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

Yours faithfully,

Sd/-

(Masud Ahmed Khan)

**Assistant General Manager**

Phone : +8802223384515

**Copy forwarded for kind information & necessary action to:-**

01. General Manager, Sonali Bank PLC, General Manager's Office, Khulna.
02. Deputy General Manager, Sonali Bank PLC, Principal Office, Khulna, **with a request to send the joining report of the related officer specifying the date of leave availment.**
03. Immigration Officer, All Airports/all Land Ports, Bangladesh.
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.

[www.sonali bank.com.bd](http://www.sonali bank.com.bd)

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