



সোনালী ব্যাংক পিএলসি
বিশ্বস্ত ও স্মার্ট

NO.HRMD/OMD/SEC-1/ 8973

Dated : 12 November 2023

Dabobrata Biswas (34748)
Assistant General Manager
Sonali Bank PLC
Ramna Corporate Branch
Dhaka, Bangladesh.

Subject: Sanction of 20 days leave (outside Bangladesh) with full pay to visit India.

Dear Sir,

Please refer to the letter no. 2674 dated 31 October 2023 of Sonali Bank PLC, Ramna Corporate Branch, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and recommendation of Ramna Corporate Branch, Dhaka, the Authority has sanctioned 20 days leave (outside Bangladesh) including transit period and government/weekly holidays from the date of availing with a permission to visit India as medical attendant under the following terms & conditions:

Terms & Conditions :

1. You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank PLC & Government of Bangladesh.
2. The Period of travelling will be adjusted from earned leave.
3. Over stay in abroad will not be allowed.
4. This sanction letter will remain 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 to:

01. The General Manager, Sonali Bank PLC, Ramna Corporate Branch, Dhaka with a request to send us the related joining report of the above executive specifying the Tenure of leave availed.
02. Immigration Officer, All Airports/ All Landports, Bangladesh.
03. EDP Copy (To upload the letter on Bank's website).


Assistant General Manager

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