



সোনালী ব্যাংক পিএলসি  
বিশ্বস্ত ও স্মার্ট

HRMD/SEC-6/OUTSIDE/AOG-2(Cash)-8956/ 8713

Dated: 31 October, 2023

MR MD.ABDUL MANNAN (G-38353)  
Assistant Officer Grade-2 (Cash)  
(Passport No: A12371488)  
Govt. Accounts & Services Division  
Sonali Bank PLC.  
Head Office,  
Dhaka.

**Subject: Sanction of 30 (Thirty) 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 recommendation of Govt. Accounts & Services Division, Sonali Bank PLC. Head Office, Dhaka vide their letter no 3107 dated 25-10-2023 the authority has sanctioned 30 (Thirty) days leave with full pay (Outside Bangladesh) including transit period and government weekly holidays from the date of avilment with a permission to visit India under the following terms & conditions:

**Conditions:**

1. You have to bear all expenses of the proposed visit. There will be no financial involvement of Sonali Bank PLC. / Govt. of Bangladesh.
2. This sanctioned leave will be treated as 'Leave outside Bangladesh'.
3. Over staying is strictly prohibited.
4. This sanction letter is valid for 03 (Three) months from the date of issue.

Yours faithfully,

Sd/-

(Israt Jahan)

Assistant General Manager

Copy forwarded for kind information & necessary action:

01. Deputy General Manager, Govt. Accounts & Services Division, Sonali Bank PLC. Head Office, Dhaka.  
**Please send the joining report of the related officer specifying the date of leave avilment**
02. Immigration Officer, All Airport / All Land port, Bangladesh.
03. Personal File.

Assistant General Manager

**Israt Jahan**  
Assistant General Manager  
Human Resource Management Division  
**Sonali Bank PLC.**  
Head Office, Dhaka.

www: sonalibank.com.bd

হিউম্যান রিসোর্স ম্যানেজমেন্ট ডিভিশন, অফিসার ম্যানেজমেন্ট ডিপার্টমেন্ট (সেকশন-৬)  
প্রধান কার্যালয়, ৩৫-৪২, ৪৪ মতিবিল বা/এ, ঢাকা-১০০০। ফোন: ০২-২২৩৩৮৪৫১৫, ০২-৪৯১৫৪৩৭ (এজিগ্রা)  
ই-মেইল: sbl.hrmd6@sonalibank.com.bd ; dgmhrmd@sonalibank.com.bd

হটলাইন্স ১৬৬৩৯  
বিদেশ থেকে +৮৮০৯৬১০০১৬৬৩৯