



Sonali Bank PLC

Credible and Smart

No. HRMD/SEC-6/ABROAD_IND/AOG-8903-/2323

Dated: 13 March, 2024

MD KHAIRUL ISLAM (G-39855)
Assistant Officer-1 (Cash)
(Passport No: A12674029)
Sonali Bank PLC
Digholia Branch
Khulna.

Subject: Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit India as Attendant of Children's treatment.

Dear Sir,

We have the pleasure to advise that in consideration of your application and recommendation of Sonali Bank PLC, General Managers Office, Khulna vide their letter no 489 dated 20/02/2024, the authority has sanctioned 15 (Fifteen) days leave with full pay (Outside Bangladesh) including transit period and government/ weekly holidays from the date of availing with a permission to visit India as Attendant of your Children's treatment 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,

(Sultana Razia)
Assistant General Manager

Sultana Razia
Assistant General Manager
Human Resources Management Division
Sonali Bank PLC.
Head Office, Dhaka.



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Yours faithfully,

„Sd/

(Sultana Razia)

Assistant General Manager

Copy Forwarded to Kind information & Necessary action:

1. General Manager, Sonali Bank PLC, General Managers Office, Khulna.
2. Deputy General Manager, Sonali Bank PLC, Principal Office Khulna.
3. Manager, Sonali Bank PLC, Digholia Branch, Khulna. Please send the joining report of the related officer specifying the date of leave availed.
4. Immigration Officer, All Airport,/ All Land port, Bangladesh.
5. Personal File/Master Copy.

Assistant General Manager

Sultana Razia
Assistant General Manager
Human Resources Management Division
Sonali Bank PLC.
Head Office, Dhaka.

[www: sonalibank.com.bd](http://www.sonalibank.com.bd)

Human Resource Management Division (Section-6), Head Office, Sonali Bank PLC
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