



Sonali Bank PLC.

Credible and Smart

No.HRMD/SEC-3/PF/SO-21920/4423

Date: 22 July 2025

FARHANA AKTER RUBY (G-45584)

Passport No. A11397873

Senior Officer

Sonali Bank PLC.

Bawaninagar Branch, Dhaka

Bangladesh.

**Subject : Sanction of 30 (Thirty) days' leave outside Bangladesh with full pay
to medical treatment in India**

Dear Sir

We have the pleasure to advise that in consideration of your application and recommendations of Sonali Bank PLC. General Manager's Office, Dhaka-Central, Dhaka, vide their letter no- 2126 dated 30 June 2025, the authority has sanctioned 30 (thirty) days' leave outside Bangladesh with full pay including transit period and government/weekly holidays from the date of avail with permission for medical treatment in India under the following terms and conditions:

- (1) You will have to bear all expenses for the proposed visit;
- (2) There will be no financial involvement of Sonali Bank PLC/Government of Bangladesh;
- (3) Staying abroad over the sanctioned leave will not be allowed; and
- (4) This sanction letter is 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:

01. General Manager, Sonali Bank PLC. General Manager's Office, Dhaka-Central, Dhaka.
02. Deputy General Manager, Sonali Bank PLC. Principal Office, Dhaka-East, Dhaka.
03. Manager, Sonali Bank PLC. Bawaninagar Branch, Dhaka. They are requested to send joining report after avail of leave.
04. Immigration Officer, All International Airports/ Landports of Bangladesh.
05. Master Copy /Personal File/Office Copy.

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

Assistant General Manager

www.sonalibank.com.bd

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Yours faithfully


(Masud Ahmed Khan)
Assistant General Manager

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Sonali Bank PLC
Head Office, Dhaka.

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

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