



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

NO.HO/HRMD/OMD/SEC-4/(PF-25646)/62

Dated: 01 January, 2024

**NASRIN AKHTER (G-47765)**

(Passport No-A11631985)

Officer

Sonali Bank PLC

District Council Hall Branch,

**Dhaka.**

**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. 4456 dated the 26 November, 2023 of General Manager's Office, Dhaka South, Dhaka on the captioned subject.

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

1. You will have to bear all expense 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. Staying abroad over the sanctioned leave is strictly prohibited.
4. 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 Managers Office, Dhaka South, Dhaka.
02. Deputy General Manager, Sonali Bank PLC, Principal Office, Dhaka South, Dhaka, **with a request to send the joining report of the related officer specifying the date of leave availment.**
03. Manager, Sonali Bank PLC, District Council Hall Branch, Dhaka.
04. Immigration Officer, All Airports/All Land Ports, Bangladesh.
05. 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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