



Sonali Bank PLC.

Credible and Smart

No.HRMD/SEC-3/PF/SO-21297/2877

Date : 04 April 2024

SHILA RANI SAHA (G-34359)

Passport No. EG0712899

Senior Officer

Sonali Bank PLC

Principal Office, Narayanganj

Bangladesh.

Subject : Sanction of 15 (Fifteen) 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 recommendations of Sonali Bank PLC, General Manager's Office, Dhaka South, Dhaka.vide their letter no. 856 dated 06 March 2024, the authority has sanctioned 15 (Fifteen) days' leave outside Bangladesh with full pay including transit period and government /weekly holidays from the date of avail with permission to visit India as medical attendant 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 south, Dhaka.
02. Deputy General Manager, Sonali Bank PLC, Principal Office, Narayanganj. They are requested to send his joining report after avail of leave.
03. Immigration Officer, All International Airports/Landports of Bangladesh.
04. 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	Human Resource Management Division (Sec-3) Head Office, Motijheel C/A.Dhaka-1000, Bangladesh. Phone : 88-02-223385529 E-Mail:l. dgmhrmd@sonalibank.com.bd	Hot Line: 16639 Overseas+8809610016639
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(Masud Ahmed Khan)

Assistant General Manager

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

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