



**Sonali Bank PLC.**  
*Credible and Smart*

No.HRMD/SEC-3/PF/SO -22523/3554

Date: 07 May 2024

GOLAM MD SAKLAYEN (G-34716)

Passport No. A05668104

Senior Officer

Sonali Bank PLC

Principal Office, Kushtia

Bangladesh.

**Subject : Sanction of 20 (Twenty) 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, Faridpur vide their letter no-972 dated 18 March 2024 the authority has sanctioned 20 (Twenty) 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, Faridpur
02. Deputy General Manager, Sonali Bank PLC. Principal Office, Kushtia. 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.

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

<a href="http://www.sonalibank.com.bd">www: sonalibank.com.bd</a>	Human Resource Management Division (Sec-3) Head Office, Motijheel C/A. Dhaka-1000. Bangladesh. Phone: 88-02-223385529 E-Mail: <a href="mailto:dgmrmd@sonalibank.com.bd">dgmrmd@sonalibank.com.bd</a>	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  
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Head Office, Dhaka.

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