



NO.HO/HRMD/OMD/SEC-4/(PF-25376)/7577

Dated : 23 October, 2023

RUKHSANA EASMIN (G-48312)

(Passport No-B00059980)

Officer

Sonali Bank PLC.

Khulna Corporate Branch,

Khulna.

Subject : Sanction of 15 (Fifteen) Days Leave (Outside Bangladesh) with full pay to visit Thailand for Medical Treatment.

Dear Sir,

Reference may please be made the letter No. 3172 dated the 27 September, 2023 of General Manager's Office, Khulna on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Khulna the authority has sanctioned **15 (Fifteen)** days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit Thailand for medical treatment under the following terms & conditions:-

- a) You will have to bear all expense of the visit. There will be no financial involvement of Sonali Bank PLC/Government of Bangladesh.
- b) The Period of travelling will be adjusted from earned leave.
- c) Staying abroad over the sanctioned leave is strictly prohibited.
- d) This sanctioned letter will remain valid for 03(three) months from date of issue.

Yours faithfully,

Sd/-

(Masud Ahmed Khan)

Assistant General Manager

Phone :+88-02-223385529

Copy forwarded for kind information & necessary action to:-

01. General Manager, Sonali Bank PLC, General Manager's Office, Khulna.
02. Deputy General Manager, Sonali Bank PLC, Khulna Corporate Branch, Khulna, **with a request to send the joining report of the related officer specifying the date of leave availment.**
03. Immigration Officer, All Airports/All Land Ports, Bangladesh.
04. Personal File/Confidential File/Master Copy.

Assistant General Manager