



NO.HO/HRMD/OMD/SEC-4/(PF-29314)/7863

Dated : 12 October, 2023

**SOURAV PAUL (G-51719)**

(Passport No-A03428044)

Officer (IT)

Sonali Bank PLC

Shariatpur Branch,

**Shariatpur.**

**Subject : Sanction of 15 (Fifteen) Days Leave (Outside Bangladesh) with full pay to visit India as Medical Attendant.**

Dear Sir,

Reference may please be made the letter No. 3294 dated the 12 September, 2023 of General Manager's Office, Faridpur on the captioned subject.

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

01. You will have to bear all expense of the visit. There will be no financial involvement of Sonali Bank PLC/Government of Bangladesh.
02. The Period of travelling will be adjusted from earned leave.
03. Staying abroad over the sanctioned leave is strictly prohibited.
04. 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 and necessary action :**

1. General Manager, Sonali Bank PLC, General Manager's Office, Faridpur.
2. Deputy General Manager, Sonali Bank PLC, Principal Office, Madaripur, with a request to send the joining report of the related officer specifying the date of leave availment.
3. Manager, Sonali Bank PLC, Shariatpur Branch, Shariatpur.
4. Immigration Officer, All international airports/land ports, Bangladesh.
5. EDP Copy.(With a request to upload the letter on Bank's website.)
6. 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

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