



সোনালী ব্যাংক পিএলসি.
Sonali Bank PLC.

Human Resource Management Division(Sec-3)
Head Office, Motijheel C/A.
Dhaka-1000. Bangladesh.
Phone : 88-02-223385529
E-Mail:sbl.hrmd3@sonalibank.com.bd



No.HRMD/SEC-3/PF/SO -20157/7105

Date: 21 September 2023

MST AZIZA SULTANA (G-44734)
Passport No. A11181139
Senior Officer
Sonali Bank PLC
Gomastapur Branch, Chapai Nawabganj
Bangladesh.

Subject : Sanction of 20 (Twenty) days' leave (Outside Bangladesh) with full pay for medical treatment in 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, Rajshahi vide their letter no- 2278 dated 06 August 2023, 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 for medical treatment in India under the following terms and conditions:

- (1) You will have to bear all expenses of 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 Limited, General Manager's Office, Rajshahi.
02. Deputy General Manager, Sonali Bank PLC. Principal Office, Chapai Nawabganj.
03. Manager, Sonali Bank PLC. Gomastapur Branch, Chapai Nawabganj . They are requested to send his joining report after avail of leave.
04. Immigration Officer, All International Airports/Landports of Bangladesh.
05. 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.



সোনালী ব্যাংক পিএলসি.
Sonali Bank PLC.

Human Resource Management Division(Sec-3)
Head Office, Motijheel C/A.
Dhaka-1000. Bangladesh.
Phone : 88-02-223385529
E-Mail:sbl.hrmd3@sonalibank.com.bd



No.HRMD/SEC-3/PF/SO -20157/7105

Date: 21 September 2023

MST AZIZA SULTANA (G-44734)

Passport No. A11181139

Senior Officer

Sonali Bank PLC

Gomastapur Branch, Chapai Nawabganj

Bangladesh.


Subject : Sanction of 20 (Twenty) days' leave (Outside Bangladesh) with full pay for medical treatment in 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, Rajshahi vide their letter no- 2278 dated 06 August 2023, 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 for medical treatment in India under the following terms and conditions:

- (1) You will have to bear all expenses of 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


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