



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 -31004/7377

Date: 21 September 2023

RIPA SHAHA (G-52733)
Passport No. A11118459
Senior Officer
Sonali Bank PLC.
Atibazar Branch, Dhaka
Bangladesh.

Subject : Sanction of 15 (Fifteen) 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, Dhaka South, Dhaka vide their letter no-2811 dated 27 July 2023 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 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 PLC. General Manager's Office, Dhaka South, Dhaka.
02. Deputy General Manager, Sonali Bank PLC. Principal Office, Dhaka South, Dhaka.
03. Manager, Sonali Bank PLC. Atibazar Branch, Dhaka. 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.



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