



সোনালী ব্যাংক পিএলসি.
Sonali Bank PLC.

Human Resource Management Division(Sec-3)
Head Office, Motijheel C/A.
Dhaka-1000. Bangladesh.
Phone : 88-02-223385529
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“সুবর্ণজয়ন্তীর অঙ্গীকার
সোনালী ব্যাংক হবে সবার”

No.HRMD/SEC-3/PF/SO -22049/7383

Date: 25 September 2023

S M TAWHID BIN ASAD (G-46391)

Passport No. BY0218004

Senior Officer

Sonali Bank PLC

Supreme Court Branch, Dhaka

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, Dhaka Central, Dhaka vide their letter no-3043 dated 24 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 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

(Mostak Ahmed)

Assistant General Manager

MOSTAK AHMED
Assistant General Manager
Human Resource Management Division
Sonali Bank PLC. Head Office, Dhaka.



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Sd/ -

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Assistant General Manager

Copy forwarded for kind information & necessary action:

01. General Manager, Sonali Bank PLC. General Manager's Office, Dhaka Central, Dhaka.
02. Deputy General Manager, Sonali Bank PLC. Principal Office, Bangabandhu Avenue (Dhaka Central), Dhaka.
03. Manager, Sonali Bank PLC. Supreme Court 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

MOSTAK AHMED
Assistant General Manager
Human Resource Management Division
Sonali Bank PLC, Head Office, Dhaka.