



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



“স্বর্ণজয়ন্তীর অঙ্গীকার  
সোনালী ব্যাংক হবে সবার”

No.HRMD/SEC-3/PF/SO -22156/7385

Date: 26 September 2023

RASHED UZ ZAMAN (G-45397)  
Passport No. A07599789  
Senior Officer  
Sonali Bank PLC  
Principal Office, Natore  
Bangladesh.

**Subject : Sanction of 25 (Twenty five) days' leave (Outside Bangladesh) with  
full pay to visit 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-2850 dated 11 September 2023 the authority has sanctioned 25 (Twenty five) days' leave outside Bangladesh with full pay including transit period and government/ weekly holidays from the date of avail with permission to visit India as medical attendant 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

Sd/-

(Mostak Ahmed)

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, Natore. They are requested to send his joining report after avail of leave.
03. Immigration Officer, All International Airports/Landports of Bangladesh.
04. Master Copy /Personal File/Office Copy.

Assistant General Manager

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



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