



No.HRMD/SEC-3/PF/SO - 26405/7587

Date: 04 October 2023

MUNIM BIN MOHSIN (G-48873)

Passport No. A05284563

Assistant Engineer (IT)

Information Technology Division (Infrastructure IT)

Sonali Bank PLC

Head Office, Dhaka

Bangladesh.

Subject : Sanction of 20 (Twenty) 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 Information Technology Division (Infrastructure IT), Sonali Bank PLC, Head Office, Dhaka vide their letter no. 579 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 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


(Masud Ahmed Khan)

Assistant General Manager

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

Human Resource Management Division (Sec-3)
Head Office, Motijheel C/A. Dhaka-1000. Bangladesh.

Phone : 88-02-9551121

E-Mail : dgmhrmd@sonalibank.com.bd, sbl.hrmd3@sonalibank.com.bd

Hot Line: ১৬৬৩৯

Overseas +8809610016639

[www: sonalibank.com.bd](http://www.sonalibank.com.bd)



Sonali Bank PLC.
বিশ্বস্তায় সেবা-সেবায় স্মার্ট

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Yours faithfully


Sd/ -

(Masud Ahmed Khan)

Assistant General Manager

Copy forwarded for kind information & necessary action:

01. Deputy General Manager, Information Technology Division (Infrastructure IT) Sonali Bank PLC, Head Office, Dhaka. They are requested to send his joining report after avail of leave.
02. Immigration Officer, All International Airports/Landports of Bangladesh.
03. Master Copy /personal File/Office Copy


Assistant General Manager

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Assistant General Manager
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