



**Sonali Bank PLC.**  
বিশ্বস্ততায় সেবা-সেবায় স্মার্ট

No.HRMD/SEC-3/PF/SO -20157/7959

Date: 10 October 2023

GOLAM MAHMUD (G-46245)

Passport No. EE0086163

Senior Officer

Sonali Bank PLC

Rajshahi Medical Collage Hospital Branch, Rajshahi  
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, Rajshahi vide their letter no- 2659 dated 30 August 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

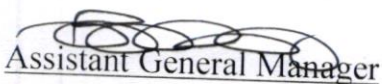
Sd/-

(Masud Ahmed Khan)

Assistant General Manager

Copy forwarded for kind information & necessary action:

01. General Manager Sonali Bank Limited, General Manager's Office, Rajshahi.
02. Deputy General Manager, Sonali Bank PLC. Principal Office, Rajshahi.
03. Manager, Sonali Bank PLC. Rajshahi Medical Collage Hospital Branch, Rajshahi. 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.

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

Phone : 88-02-9551121

E-Mail : [dgmhrmd@sonalibank.com.bd](mailto:dgmhrmd@sonalibank.com.bd), [sbl.hrmd3@sonalibank.com.bd](mailto:sbl.hrmd3@sonalibank.com.bd)

Hot Line: ১৬৬৩৯

Overseas +8809610016639

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



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