



**Sonali Bank PLC.**

বিশ্বস্ত ও স্মার্ট

No.HRMD/SEC-3/PF/SO -17710/7985

Date: 29 October 2023

MD MORSHED HASAN (G-41462)

Passport No. EE0750625

Senior Officer (JC, General)

Sonali Bank PLC

Begum Rokeya Sarani Branch, 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 Sonali Bank PLC, General Manager's Office, Dhaka North, Dhaka vide their letter no. 1559 dated 14 September 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.



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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 North, Dhaka.
02. Deputy General Manager, Sonali Bank PLC. Principal Office, Mirpur.
03. Assistant General Manager, Sonali Bank PLC. Begum Rokeya Sarani Branch, Dhaka. They are requested to send his joining report after avail of leave.
04. Immigration Officer, All International Airports/Landports of Bangladesh.
05. Mr. Tanzil Chowdhury (G-48654), Senior Officer, Sonali Bank PLC. Begum Rokeya Sarani Branch, Dhaka. He will take over the charge (as additional Charges of his present duties) of the branch during the sanctioned leave period of Md Morshed Hasan.
06. 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)  
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