



**Sonali Bank PLC.**  
*Credible and Smart*

No.HRMD/SEC-3/PF/SO-16758/816

Date : 30 January 2024

MD. ASHRAFUL ISLAM (G-40847)

Passport No. A00528176

Senior Officer

Sonali Bank PLC

Baitul Mokarram Branch, Dhaka

Bangladesh.

**Subject : Sanction of 40 (Forty) 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 Central, Dhaka vide their letter no. 81 dated 03 January 2024, the authority has sanctioned has sanctioned 40 (Forty) 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 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

  
(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.  
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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 Central, Dhaka.
02. Deputy General Manager, Sonali Bank PLC, Principal Office, Bangabandhu Avenue (Dhaka Central), Dhaka.
03. Assistant General Manager, Sonali Bank PLC, Baitul Mokarram Branch, Dhaka. They are requested to send his joining report after avail of leave.
04. Immigration Officer, All International Airports/Landports of Bangladesh.

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.

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