



Sonali Bank PLC.
Credible and Smart

No.HRMD/SEC-3/PF/SO - 20536/9348

Date: 28 November 2023

MST AFROZA BEGUM SUMI (G-44096)

Passport No. A02278384

Senior Officer

Sonali Bank PLC

Kachari Bazar Branch, Rangpur

Bangladesh.

Subject : Sanction of 15 (Fifteen) 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, Rangpur vide their letter no. 4822 dated 31 October 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 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, Rangpur.
02. Deputy General Manager, Sonali Bank PLC, Principal Office, Rangpur.
03. Assistant General Manager, Sonali Bank PLC, Kachari Bazar Branch, Rangpur. 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.

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