



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

No.HRMD/SEC-3/PF/SO -21981/2245

Date: 24 March 2023

AFROZA SULTANA (G-46393)

Passport No. A04257494

Senior Officer

Sonali Bank PLC

Tongi Bazar Branch, Gazipur

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, Dhaka North, Dhaka vide their letter no. 178 dated 31 January 2024, 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 for medical treatment in India 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)



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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, Gazipur.
03. Manager, Sonali Bank PLC. Tongi Bazar Branch, Gazipur. 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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