



**Sonali Bank PLC.**

*Credible and Smart*

No.HRMD/SEC-3/PF/SO-26706/1791

Date : 11 March 2025

SK MAHFUJUL HASAN (G-49518)

Passport No. A09111614

Senior Officer

Sonali Bank PLC

Principal Office, Khulna

Bangladesh.

**Subject : Sanction of 30 (Thirty) 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, Khulna vide their letter no 540 dated 12 February 2025, the authority has sanctioned 30 (Thirty) 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

Sd/-

(Masud Ahmed Khan)

Assistant General Manager

**Copy forwarded for kind information & necessary action:**

01. General Manager, Sonali Bank PLC, General Manager's Office, Khulna.
02. Deputy General Manager, Sonali Bank PLC, Principal Office, Khulna. They are requested to send his joining report after avail of leave.
03. Immigration Officer, All International Airports/Landports of Bangladesh.
04. 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.

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

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