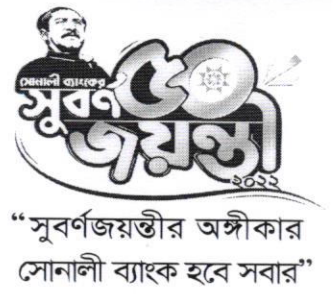




সোনালী ব্যাংক পিএলসি.  
SONALI BANK PLC.  
Head Office  
Motijheel, Dhaka.

Human Resource Management Division  
Officer Management Department (Section-2)  
E-mail : [dgmhrmd@sonalibank.com.bd](mailto:dgmhrmd@sonalibank.com.bd)  
Website : [www.sonalibank.com.bd](http://www.sonalibank.com.bd)  
☎ : 02223384515, 02223385529  
EXT-3233,3241



NO.HO/HRMD/OMD/SEC-2/(PF-16745)/7321

Dated : **25 SEPTEMBER, 2023**

NERGIS PERVIN (G-43483)  
(Passport No- A 04823423)  
Principal Officer  
Sonali Bank PLC.  
General Manager's Office, Cumilla  
Bangladesh.

Subject : Sanction of 15 (Ftteen) days leave (Outside Bangladesh) with full pay for Medical Treatment in Malaysia.

Dear Sir,

Reference may please be made to the letter No.2440 dated the 27 August, 2023 of Sonali Bank PLC. General Manager's Office, Cumilla on the captioned subject.

We have to advise that in consideration of your application and recommendation of Sonali Bank PLC. General Manager's Office, Cumilla the authority has sanctioned 15 (Fifteen) days leave (outside Bangladesh) with full pay from the date of availing with a permission for Medical Treatment in Malaysia under the following terms & conditions:-

- You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank PLC./Government of Bangladesh.
- The Period of travelling will be adjusted from earned leave.
- Staying abroad over the sanctioned leave is strictly prohibited.
- This sanctioned letter will remain valid for 03(three) months from the date of issue.

Yours faithfully,

Sd/-

(Mostak Ahmed)  
Assistant General Manager  
Phone: +8802223385529

Copy forwarded for kind information & necessary action to:-

- General Manager, Sonali Bank PLC. General Manager's Office, Cumilla with a request to send us the related joining report of the above officer specifying the date of leave availed.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.
- Website Copy

Assistant General Manager  
MOSTAK AHMED  
Assistant General Manager  
Human Resource Management Division  
Sonali Bank PLC, Head Office, Dhaka.