



**SONALI BANK PLC**

*Credible & Smart*

No. HRMD/SEC-6/OUTSIDE/JO Cash/8369/2979

Dated: 09 April, 2024

MD ABDUR RAHMAN (G-38759)

Junior Officer Cash

(Passport No: A05797961)

Sonali Bank PLC

Chapainawabganj Branch

Chapainawabganj.

**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 recommendation of Sonali Bank PLC, General Manager's Office, Rajshahi vide their letter no 825 dated 11-03-2024 the authority has sanctioned 15 (Fifteen) days leave with full pay (Outside Bangladesh) including transit period and government weekly holidays from the date of avilment with a permission to visit India under the following terms & conditions:

**Conditions:**

- 1) You have to bear all expenses of the proposed visit. There will be no financial involvement of Sonali Bank PLC / Govt. of Bangladesh.
- 2) This sanctioned leave will be treated as 'Leave outside Bangladesh'.
- 3) Over staying is strictly prohibited.
- 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:

1. General Manager, Sonali Bank PLC, General Manager's Office, Rajshahi.
2. Deputy General Manager (In-charge), Sonali Bank PLC, Principal Office, Chapainawabganj with a request to send us the related joining report of the above staff specifying the date of leave availed.
3. Manager, Sonali Bank PLC, Chapainawabganj Branch, Chapainawabganj.
4. Immigration Officer, All Airport / All Land port, Bangladesh.
5. Website Copy/Personal File/Master Copy.

Assistant General Manager

Masud Ahmed Khan  
Assistant General Manager  
Human Resource Management Division  
Sonali Bank PLC  
Head Office, Dhaka.