



Sonali Bank PLC.

Credible and Smart

No.HRMD/SEC-3/PF/SO - 21386/1850

Date: 29 February 2024

LAXMI RANI SAHA (G- 34967)

Passport No. A03934946

Senior Officer (IT)

Sonali Bank PLC

Dinajpur Corporate Branch, Dinajpur

Bangladesh.

Subject : Sanction of 20 (Twenty) 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, Dinajpur vide their letter no. 419 dated 05 February 2024 the authority has sanctioned 20 (Twenty) 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 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

01. General Manager Sonali Bank PLC, General Manager's Office, Dinajpur.
02. Deputy General Manager (Incharge), Sonali Bank PLC, Dinajpur Corporate Branch, Dinajpur.
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.

Human Resource Management Division(Sec-3)
Head Office, Motijheel C/A. Dhaka-1000. Bangladesh.

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