



MADHABI CHAKMA (G-29689)

Senior Officer Cash

(Passport No: A12523862)

Sonali Bank PLC.

Uttara Model Town Corporate Branch, Dhaka.

Subject: Sanction of 07 (Seven) days leave (Outside Bangladesh) with full pay for visiting religious holy places of Bhutan.

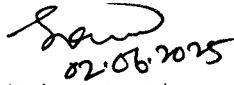
Dear Sir,

We have the pleasure to advise that, in consideration of your application and recommendation of Sonali Bank PLC, General Manager's Office, Dhaka North, Dhaka vide their letter no 1060 dated 24.05.2025 the authority has approved **07 (Seven)** days earned leave with full pay as leave outside Bangladesh from the date of commencement of leave (including travel time/weekly holidays or government holidays) for visiting religious holy places of Bhutan under the following terms & conditions:

Terms and Conditions:

- You will have to bear all expenses of the proposed visit. There will be no financial involvement of Government of Bangladesh or Sonali Bank PLC.
- Your travelling time will be treated as leave outside Bangladesh. The leave will have to be adjusted with your earned leave on average pay.
- You will not be allowed to stay abroad for more than the approved period.
- The leave will have to be commenced within 03 (three) months. Otherwise the leave will be void.

Yours faithfully,


02.06.2025

(Sultana Razia)

Assistant General Manager

Sultana Razia
Assistant General Manager
Human Resources Management Division
Sonali Bank PLC.
Head Office, Dhaka.



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Yours faithfully,

Sd/-

(Sultana Razia)

Assistant General Manager

Copy forwarded for kind information & necessary action (not according to seniority):

- General Manager, Sonali Bank PLC, General Manager's Office, Dhaka North, Dhaka.
- Deputy General Manager, Sonali Bank PLC, Uttara Model Town Corporate Branch, Dhaka: Please send the joining report of the related officer specifying the date of leave availed in due time.
- Immigration Officer, All International Airport, All Land port, Bangladesh.
- Web Copy/Personal File/Master Copy.

Sent
02.06.2025
Assistant General Manager
Sultana Razia
Assistant General Manager
Human Resources Management Division
Sonali Bank PLC.
Head Office, Dhaka.

www: sonalibank.com.bd	Human Resource Management Division (Section-5), Head Office, Sonali Bank PLC 35-42, 44, Motijheel Commercial Area, Dhaka-1000. Contact: 02-223384515, 02-47115437, Email : sbl.hrmd5@sonalibank.com.bd	Hotline : 16639 +880 9610016639
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