



Sonali Bank PLC

Credible and Smart

No. HRMD/SEC-5/ABROAD_IND/SOC-12533/2153

Date: 07 April, 2025

NUPUR RANI DAS (G-45468)

Senior Officer Cash (Joint Custodian Cash)

(Passport No: A01223789)

Sonali Bank PLC

Pallabi Branch, Dhaka.

Subject: Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit India for your treatment.

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 459 dated 27/02/2025, the authority has approved 15 (Fifteen) 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) to visit India for your treatment 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,

Saw

07-04-2025

(Sultana Razia)

Assistant General Manager

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

[www: sonalibank.com.bd](http://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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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, Principal Office, Mirpur, 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.
- Assistant General Manager, Sonali Bank PLC. Pallabi Branch, Dhaka.
- Afsanur Akter (G-44367), Senior Officer Cash, Pallabi Branch, Dhaka: As per recommendation of General Manager's office, Dhaka North, Dhaka and consequent approval of the authority you will take over the charge of Joint Custodian Cash temporarily during the leave of Nupur Rani Das (G-45468).
- Personal File/Master Copy.

Sd/-
07.04.2025
Assistant General Manager
Sultana Razia
Assistant General Manager
Human Resource Management Division
Sonali Bank PLC.
Head Office, Dhaka.

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