



SONALI BANK PLC
Credible and Smart

NO.HO/HRMD/OMD/SEC-2/(PF-21185)/3228

Dated : 24 APRIL, 2024

SWAPNA GHOSH (G-34815)
(Passport No- A 12619027)
Principal Officer
Sonali Bank PLC
Port Branch, Chattogram
Bangladesh.

Subject : Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay for Medical treatment in India.

Dear Sir,

Reference may please be made to the letter No.599 dated the 25 March, 2024 of General Manager's Office, Chattogram-South, Chattogram on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office Chattogram-South, Chattogram the authority has sanctioned 15 (Fifteen) days leave (outside Bangladesh) including transit period and government/weekly holidays from the date of availing with a permission for Medical Treatment in India 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:-

01. General Manager, Sonali Bank PLC, General Manager's Office, Chattogram-South, Chattogram.
02. Deputy General Manager, Sonali Bank PLC, Principal Office, Chattogram-South, Chattogram.
03. Assistant General Manager, Sonali Bank PLC, Port Branch, Chattogram with a request to send us the related joining report of the above officer specifying the date of leave availed.
04. Immigration Officer, All Airports/All Land Ports, Bangladesh.
05. Website Copy

Assistant General Manager

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

www: sonalibank.com.bd	Human Resource Management Division, Officer Management Department (Section-2), Head Office: 35-42, 44 Motijheel C/A, Dhaka-1000. Phone: 02-223384515, 02-223385529, Ext-3233, 3241 E-mail : dgmhrmd@sonalibank.com.bd, sblpmd2@sonalibank.com.bd	Hot Line: 16639 From Abroad : +8809610016639
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