



SONALI BANK PLC

Credible and Smart

NO.HRMD/OMD/SEC-2/(PF-15708)/9008

Dated : 13 NOVEMBER, 2023

TANJIDA SIDDIQUE (G-37957)

(Passport No- A 11084544)

Principal Officer

Reconciliation Division

Sonali Bank PLC.

Head Office, Dhaka

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 765 dated the 25 October, 2023 of Reconciliation Division, Sonali Bank PLC. Head Office, Dhaka on the captioned subject.

We have to advise that in consideration of your application and recommendation of Reconciliation Division, Sonali Bank PLC. Head Office, Dhaka the authority has sanctioned 15 (Fifteen) days leave (outside Bangladesh) with full pay from the date of availing with a permission for Medical Treatment in India under the following terms & conditions:-

- a) You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank PLC./Government of Bangladesh.
- b) The Period of travelling will be adjusted from earned leave.
- c) Staying abroad over the sanctioned leave is strictly prohibited.
- d) This sanctioned letter will remain valid for 03(three) months from the date of issue.

Yours faithfully,

Sd/-

(Masud Ahmed Khan)

Assistant General Manager

Phone: +8802223385529

Copy forwarded for kind information & necessary action to:-

01. Deputy General Manager, Reconciliation Division, Sonali Bank PLC. Head Office, Dhaka with a request to send us the related joining report of the above officer specifying the date of leave availed.
02. Immigration Officer, All Airports/All Lands Ports, Bangladesh.
03. Website Copy.

Assistant General Manager

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

www: sonalibank.com.bd

Human Resource Management Division, Officer Management Department
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