

**SONALI BANK PLC***Credible and Smart*

NO.HO/HRMD/OMD/SEC-2/(PF-13503)/9966

Dated : 17 DECEMBER, 2023

ISRAT JAHAN (37622)
 (Passport No- A 07139599)
 Principal Officer (JC General)
 Sonali Bank PLC.
 Public Service Commission Branch, Dhaka
Bangladesh.

Subject : Sanction of 10 (Ten) days leave (Outside Bangladesh) with full pay for Medical
Treatment in India.

Dear Sir,

Reference may please be made to the letter No.4174 dated the 26 November, 2023 of Sonali Bank PLC. General Manager's Office, Dhaka Central, Dhaka on the captioned subject.

We have to advise that in consideration of your application and recommendation of Sonali Bank PLC. General Manager's Office, Dhaka Central, Dhaka the authority has sanctioned 10 (Ten) 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.
- Mr.Md.Imam Hossain (47221), Senior Officer, Sonali Bank PLC. Public Service Commission Branch, Dhaka will take over the charges of JC General during your sanctioned leave period.

Yours faithfully,

Sd/-

(Mostak Ahmed)

Assistant General Manager

Phone: +8802223385529

Copy forwarded for kind information & necessary action to:-

- General Manager, Sonali Bank PLC. General Manager's Office, Dhaka Central, Dhaka.
- Deputy General Manager, Sonali Bank PLC. Principal Office, Dhaka West, Dhaka.
- Assistant General Manager, Sonali Bank PLC. Public Service Commission Branch, Dhaka with a request to send us the related joining report of the above officer specifying the date of leave availed.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.
- Mr.Md.Imam Hossain (47221), Senior Officer, Sonali Bank PLC. Public Service Commission Branch, Dhaka. He will take over the charges of JC General of the Branch during the sanctioned leave period of Ms.Israt Jahan.
- Website Copy.

Assistant General Manager

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

www: sonalibank.com.bd

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