



Sonali Bank PLC
Credible and Smart

No. HRMD/SEC-5/ABROAD_IND/SOC-11183/1818

Date: 11th March, 2025

TAPATI DAS (G-43553)

Senior Officer Cash

(Passport No: A01778218)

Sonali Bank PLC

Mirpur Sec-1 Branch, Dhaka.

Subject: Sanction of 30 (Thirty) 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 350 dated 16/02/2025, the authority has approved 30 (Thirty) 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:

- f) 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.
- g) Your travelling time will be treated as leave outside Bangladesh. The leave will have to be adjusted with your earned leave on average pay.
- h) You will not be allowed to stay abroad for more than the approved period.
- i) The leave will have to be commenced within 03 (three) months. Otherwise the leave will be void.

Yours faithfully,


11.03.2025
(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):

1. General Manager, Sonali Bank PLC, General Manager's Office, Dhaka North, Dhaka.
2. 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.
3. Manager, Sonali Bank PLC. Mirpur Sec-1 Branch, Dhaka>
4. Immigration Officer, All Airport, All Land port, Bangladesh.
5. Personal File/Master Copy.


11.03.2025
Assistant General Manager

Sultana Razia
Assistant General Manager
Human Resource Management Division
Sonali Bank PLC.
Mirpur Sec-1 Branch, Dhaka.

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