



Sonali Bank PLC

Credible and Smart

NO.HO/HRMD/OMD/SEC-5/(SOC-12483)/2321

Dated : 27 March, 2025

MUKTA RANI GOPE (G-45255)

(Passport No-A00366693)

Senior Officer Cash

Sonali Bank PLC

Malibagh Branch, Dhaka

Subject : Sanction of 20 (Twenty) Days Leave (Outside Bangladesh) with full pay to
visit India for Treatment.

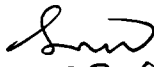
Dear Sir,

Reference may please be made the letter No. 831 dated the 09 March, 2025 of General Managers Office, Dhaka Central, Dhaka on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Managers Office, Dhaka Central, Dhaka the authority has sanctioned 20 (Twenty) days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit India for your Treatment under the following terms & conditions:-

- You will have to bear all expense 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 date of issue.

Yours faithfully,


27.03.2025

(Sultana Razia)

Assistant General Manager

Sultana Razia

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

www.sonalibank.com.bd

Human Resource Management Division (Section-5)
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Yours faithfully,

Sd/-

(Sultana Razia)

Assistant General Manager

Copy forwarded for kind information & necessary action to:-

01. General Manager, Sonali Bank PLC, General Managers Office, Dhaka-Central, Dhaka.
02. Deputy General Manager, Sonali Bank PLC, Principal Office, Dhaka-East, Dhaka.
Please send the joining report of the related Senior Officer Cash specifying the date of leave availment.
- 03 Assistant General Manager, Sonali Bank PLC, Malibagh Branch, Dhaka.
04. Immigration Officer, All Airports/all Land Ports, Bangladesh.
05. Personal File/confidential File/master Copy.

Sd/-
27.03.2025
Sultana Razia
Assistant General Manager
Human Resource Management Division
Sonali Bank PLC.
Dhaka

www.sonalibank.com.bd	Human Resource Management Division (Section-5) Head Office, 35-42, 44 Motijheel R/A, Dhaka-1000. Phone : 02223384515, 9551121 E-mail : sbl.hrmd5@sonalibank.com.bd	Hotline : 16639 Overseas +8809610016639
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