



SONALI BANK PLC

Credible & Smart

No. HRMD/SEC-8/OUTSIDE/SS-2/3012/5677

Dated: 07 July, 2024

MD ZAHIDUL ISLAM RAMZAN (G-38567)

Supporting Staff-2

(Passport No: A12124426)

Loan Recovery Division

Sonali Bank PLC

Head Office, Dhaka.

Subject: Sanction of 30 (Thirty) days leave (Outside Bangladesh) with full pay for Medical Treatment in India.

Dear Sir,

We have the pleasure to advise that in consideration of your application and recommendation of Loan Recovery Division, Sonali Bank PLC, Head Office, Dhaka vide their letter no 343 dated 11/06/2024, the authority has sanctioned 30 (Thirty) days leave with full pay (Outside Bangladesh) including transit period and government weekly holidays from the date of availment with a permission to visit India for Medical Treatment under the following terms & conditions:

Conditions:

- 1) You have to bear all expenses of the proposed visit. There will be no financial involvement of Sonali Bank PLC/ Govt. of Bangladesh.
- 2) The Period of travelling will be adjusted from earned leave.
- 3) Staying abroad over the sanctioned leave is strictly prohibited.
- 4) This sanctioned letter will remain valid for 3 (three) months from the date of issue.

Yours faithfully,

Sd/-

(Sultana Razia)

Assistant General Manager

Copy forwarded for kind information & necessary action:

1. Deputy General Manager, Loan Recovery Division, Sonali Bank PLC, Head Office, Dhaka.
2. Immigration Officer, All Airports / All Land ports, Bangladesh.
3. Personal File/Master Copy.
4. Website Copy.

Assistant General Manager

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