



Sonal Bank PLC.

Credible and Smart

No.HRMD/SEC-3/PF/SO-21920/220

Date: 09 January 2025

FARHANA AKTER RUBY (G-45584)

Passport No. A11397873

Senior Officer

Sonal Bank PLC.

Viqarunnisa Noon School Branch, Dhaka

Bangladesh.

Subject : Sanction of 30 (Thirty) days' leave outside Bangladesh with full pay to medical treatment in India

Dear Sir

We have the pleasure to advise that in consideration of your application and recommendations of Sonali Bank PLC. General Manager's Office, Dhaka-Central, Dhaka, vide their letter no- 6120 dated 28 November 2025, the authority has sanctioned 30 (thirty) days'leave outside Bangladesh with full pay including transit period and government/ weekly holidays from the date of avail with permission to medical treatment in India under the following terms and conditions:

- (1) You will have to bear all expenses for the proposed visit;
- (2) There will be no financial involvement of Sonali Bank PLC/Government of Bangladesh;
- (3) Staying abroad over the sanctioned leave will not be allowed; and
- (4) This sanction letter is valid for 03 (three) months from the date of issue.

Yours faithfully


(Masud Ahmed Khan)

Assistant General Manager

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

[www: sonalibank.com.bd](http://www.sonalibank.com.bd)

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Yours faithfully

Sd/ -

(Masud Ahmed Khan)

Assistant General Manager

Copy forwarded for kind information & necessary action:

01. General Manager, Sonali Bank PLC. General Manager's Office, Dhaka-Central, Dhaka.
02. Deputy General Manager, Sonali Bank PLC. Principal Office, Dhaka-East, Dhaka.
03. Manager, Sonali Bank PLC. Viqarunnisa Noon School Branch, Dhaka. They are requested to send his joining report after avail of leave.
04. Immigration Officer, All International Airports/ Landports of Bangladesh.
05. Master Copy /Personal File/Office Copy.


Assistant General Manager

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

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