



Sonali Bank PLC
Credible and Smart

No. HRMD/SEC-6/ABROAD_IND/JOC-8570/5058

Date: 20 June, 2024

MIR MD ASADUR RAHMAN (G-40912)
Junior Officer Cash
(Passport No: A08598319)
Sonali Bank PLC
Wage Earners Corporate Branch, Dhaka.

Subject: Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit India as Attendant of Son's 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-Central, Dhaka vide their letter no 2126 dated 03/06/2024, the authority has sanctioned **15 (Fifteen) days leave with full pay (Outside Bangladesh)** including transit period and government/ weekly holidays from the date of availing with a permission to visit India as Attendant of your Son's 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) This sanctioned leave will be treated as 'Leave outside Bangladesh'.
- 3) Over staying is strictly prohibited.
- 4) This sanction letter is valid for 03 (Three) months from the date of issue.

Yours faithfully,

Sd/-

(Masud Ahmed Khan)
Assistant General Manager

Copy forwarded for kind information & necessary action:

1. General Manager, Sonali Bank PLC, General Manager's Office, Dhaka-Central, Dhaka.
2. Deputy General Manager, Sonali Bank PLC, Wage Earners Corporate Branch, Dhaka. Please send the joining report of the related officer specifying the date of leave availed.
3. Mr. S. M Saiful Islam Sani (G-45348), Principal Officer, Sonali Bank PLC, Wage Earners Corporate Branch, Dhaka. As per recommendation of General Manager's Office, Dhaka-Central, Dhaka and consequent approval of the authority you will take over the charge of Mr. Mir Md Asadur Rahman (G-40912) temporarily during his leave.
4. Immigration Officer, All Airport/All Land port, Bangladesh.


Assistant General Manager

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

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

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