



**Sonali Bank PLC.**  
*Credible and Smart*

No.HRMD/SEC-3/PF/SO -22039/4326

Date: 26 May 2024

SUDESHNA SAHA (G-51496)

Passport No. A01945676

Senior Officer

Sonali Bank PLC

Narayanganj Corporate Branch, Narayanganj  
Bangladesh.

**Subject : Sanction of 20 (Twenty ) 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 recommendations of Sonali Bank PLC, General Manager's Office, Dhaka-South, Dhaka, vide their letter no. 1410 dated 02 May 2024 the authority has sanctioned 20 (Twenty) days' leave outside Bangladesh with full pay including transit period and government/ weekly holidays from the date of avail with permission for medical treatment in India under the following terms and conditions:

- (1) You will have to bear all expenses of 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.
- (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:

01. General Manager, Sonali Bank PLC, General Manager's Office, Dhaka-South, Dhaka.
03. Deputy General Manager, Sonali Bank PLC, Narayanganj Corporate Branch, Narayanganj. 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.

<a href="http://www.sonalibank.com.bd">www: sonalibank.com.bd</a>	Human Resource Management Division (Sec-3) Head Office, Motijheel C/A.Dhaka-1000. Bangladesh. Phone : 88-02-223385529 E-Mail:l. dgmhrmd@sonalibank.com.bd.	Hot Line: 16639 Overseas+8809610016639
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Yours faithfully

  
(Masud Ahmed Khan)

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)

Human Resource Management Division (Sec-3)  
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