



Sonali Bank PLC.

Credible and Smart

No.HRMD/SEC-3/PF/SO-21290/4327

Date : 26 May 2024

MD HASAN HAFIZUR RAHMAN (G-46944)

Passport No. A00721915

Senior Officer (IT)

Sonali Bank PLC

General Manager's Office, Khulna

Bangladesh.

Subject : Sanction of 15 (Fifteen) 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, Khulna vide their letter no. 943 dated 21 April 2024, the authority has sanctioned 15 (Fifteen) 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; and
- (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, Khulna. They are requested to send his joining report after avail of leave.
02. Immigration Officer, All International Airports/Landports of Bangladesh.
03. Master Copy/Personal File/Office Copy.

Assistant General Manager

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

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

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