



Sonali Bank PLC.

Credible and Smart

No.HRMD/SEC-3/PF/SO - 31386/4330

Date: 26 May 2024

MD ASADUZZAMAN SHUVO (G- 52803)

Passport No. A14577501

Senior Officer

Sonali Bank PLC

Dinajpur Shikkha Board Branch, Dinajpur

Bangladesh.

Subject : Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit 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, Dinajpur vide their letter no. 2148 dated 28 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 to visit India as medical attendant 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

01. General Manager Sonali Bank PLC, General Manager's Office, Dinajpur.
02. Deputy General Manager (Incharge), Sonali Bank PLC, Principal Office, Dinajpur.
03. Manager, Sonali Bank PLC. Dinajpur Shikkha Board Branch, Dinajpur. 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.

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


Assistant General Manager

www.sonalibank.com.bd

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