



NASIMA (G-47597)

(Passport No-A08164483)

Officer

Sonali Bank PLC

Shariatpur Branch,

Shariatpur.

Subject : Sanction of 05 (Five) Days Leave (Outside Bangladesh) with full pay to visit India and Nepal.

Dear Sir,

Reference may please be made the letter No. 2133 dated the 03 June, 2024 of General Manager's Office, Faridpur on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Faridpur the authority has sanctioned **05 (Five)** days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit India and Nepal under the following terms & conditions:-

- a) You will have to bear all expense of the visit. There will be no financial involvement of Sonali Bank PLC/Government of Bangladesh.
- b) The Period of travelling will be adjusted from earned leave.
- c) Staying abroad over the sanctioned leave is strictly prohibited.
- d) This sanctioned letter will remain valid for 03(three) months from date of issue.

Yours faithfully,

Sd/-

(Masud Ahmed Khan)

Assistant General Manager

Phone :+8802223384515

Copy forwarded for kind information & necessary action to:-

01. General Manager, Sonali Bank PLC, General Manager's Office, Faridpur.
02. Deputy General Manager, Sonali Bank PLC, Principal Office, Madaripur, **with a request to send the joining report of the related officer specifying the date of leave availment.**
03. Manager, Sonali Bank PLC, Shariatpur Branch, Shariatpur.
04. Immigration Officer, All Airports/All Land Ports, Bangladesh.
05. Personal File/Confidential File/Master Copy.


Assistant General Manager