



**MD.ANISUR RAHMAN (G-50816)**

(Passport No-A11057456)

Officer

Sonali Bank PLC

Pakulla Bazar Branch,

**Tangail.**

**Subject : Sanction of 15 (Fifteen) Days Leave (Outside Bangladesh) with full pay to visit India for Medical Treatment.**

Dear Sir,

Reference may please be made the letter No.836 dated the 15 May, 2024 of General Managers Office, Dhaka-North, Dhaka on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Dhaka- North, Dhaka the authority has sanctioned **15 (Fifteen)** days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit India for medical Treatment 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, Dhaka- North, Dhaka.
02. Deputy General Manager, Sonali Bank PLC, Principal Office, Tangail, **with a request to send the joining report of the related officer specifying the date of leave availment.**
03. Manager, Sonali Bank PLC, Pakulla Branch, Tangail.
04. Immigration Officer, All Airports/All Land Ports, Bangladesh.
05. Personal File/Confidential File/Master Copy.

**Assistant General Manager**

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

[www.sonali bank.com.bd](http://www.sonali bank.com.bd)

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