



**SONALI BANK PLC**  
*Credible & Smart*

NO.HO/HRMD/OMD/SEC-4/(PF-50903)/437

Dated : 16 January, 2025

**SHAIKH RUBEL AHMED (G-50903)**

(Passport No-A08666072)

Officer

Sonali Bank PLC

Kalia Branch,

**Narail.**

**Subject : Sanction of 30 (Thirty) Days Leave (Outside Bangladesh) with full pay to visit India.**

Dear Sir,

With reference to your application 29 September, 2024 on the captioned subject.

We would like to inform you that in consideration of your application and recommendation of General Manager Office's, Khulna the authority has sanctioned **30 (Thirty)** days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit India for Medical Treatment of your son 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, Khulna.
02. Deputy General Manager, Sonali Bank PLC, Principal Office, Narail, **with a request to send the joining report of the related officer specifying the date of leave availment.**
03. Manager, Sonali Bank PLC, Kalia Branch, Narail.
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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