



PARAMITA BARUA (G-51942)

(Passport No-A08345455)

Officer

Sonali Bank PLC

Laldighi Corporate Branch,

Chattogram.

Subject : Sanction of 15 (Fifteen) Days Leave (Outside Bangladesh) with full pay to visit Sinagapore and Thailand.

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, Chattogram-South, Chattogram the authority has sanctioned **15 (Fifteen)** days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit Sinagapore and Thailand 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, Chattogram-South, Chattogram.
02. Deputy General Manager, Sonali Bank PLC, Laldighi Corporate Branch, Chattogram, **with a request to send the joining report of the related officer specifying the date of leave availment.**
03. Immigration Officer, All Airports/All Land Ports, Bangladesh.
04. 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.