



**Sonali Bank PLC.**

*Credible and Smart*

No.HRMD/SEC-3/PF/SO -22186/6944

Date: 04 September 2024

MINARA KHATUN (G-46387)  
Passport No. A03425966  
Senior Officer  
Sonali Bank PLC.  
Bogura Corporate Branch, Bogura  
Bangladesh.

**Subject : Sanction of 30 (Thirty) days' leave (Outside Bangladesh) with full pay for medical treatment in 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, Bogura vide their letter no-375 dated 29 July 2024 the authority has sanctioned 30 (Thirty) days' leave outside Bangladesh with full pay including transit period and government/ weekly holidays from the date of avail with permission for medical treatment in India under the following terms and conditions:

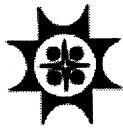
- (1) You will have to bear all expenses for the proposed visit;
- (2) There will be no financial involvement of Sonali Bank PLC./Government of Bangladesh;
- (3) Staying abroad over the sanctioned leave will not be allowed; and
- (4) This sanction letter is valid for 03 (three) months from the date of issue.

Yours faithfully

  
(Masud Ahmed Khan)

**Assistant General Manager**

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



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Yours faithfully

Sd/ -

(Masud Ahmed Khan)

Assistant General Manager

Copy forwarded for kind information & necessary action:

01. General Manager, Sonali Bank PLC. General Manager's Office, Bogura.
02. Deputy General Manager, Sonali Bank PLC. Bogura Corporate Branch, Bogura. They are requested to send his joining report after avail of leave.
03. Immigration Officer, All International Airports/Landports of Bangladesh.
04. Master Copy /Personal File/Office Copy.

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

[www.sonalibank.com.bd](http://www.sonalibank.com.bd)

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