



Sonali Bank PLC.

Credible and Smart

No.HRMD/SEC-3/PF/SO-21297/8766

Date : 10 November 2024

SHILA RANI SAHA (G-34359)

Passport No. EG0712899

Senior Officer (IT)

Sonali Bank PLC

Principal Office, Narayanganj

Bangladesh.

Subject : Sanction of 20 (Twenty) days' leave outside Bangladesh with full pay to visit 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, Dhaka South, Dhaka.vide their letter no. 3388 dated 08 October 2024, the authority has sanctioned 20 (Twenty) days' leave outside Bangladesh with full pay including transit period and government /weekly holidays from the date of avail with permission to visit India as medical attendant 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.

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

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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, Dhaka south, Dhaka.
02. Deputy General Manager, Sonali Bank PLC, Principal Office, Narayanganj. They are requested to send her joining report after avail of leave.
03. Immigration Officer, All International Airports/Landports of Bangladesh.
04. Master Copy/Personal File/Office Copy.

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


Assistant General Manager

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