



Sonali Bank PLC.

Credible and Smart

No.HRMD/SEC-3/PF/SO-21466/8773

Date: 13 November 2024

MD ABDUL HAQUE MOLLA (G-34291)

Passport No. A11420365

Senior Officer (IT)

Loan Recovery Division Division

Sonali Bank PLC.

Head Office, Dhaka

Bangladesh.

Subject : Sanction of 15 (fifteen) 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 Loan Recovery Division, Sonali Bank PLC. Head Office, Dhaka, vide their letter no-574 dated 15 October 2024 the authority has sanctioned 15 (Fifteen) 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


Sd -

(Masud Ahmed Khan)

Assistant General Manager

Copy forwarded for kind information & necessary action:

01. Deputy General Manager, Loan Recovery Division, Sonali Bank PLC. Head Office, Dhaka.
They are requested to send his joining report after avail of leave.
02. Immigration Officer, All International Airports/Landports of Bangladesh.
03. Master Copy /Personal File/ Office Copy.


Assistant General Manager

Masud Ahmed Khan
Assistant General Manager
Human Resource Management Division
Sonali Bank PLC

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

Human Resource Management Division (Sec-3)
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