



Sonali Bank PLC.

Credible and Smart

No.HRMD/SEC-3/PF/SO-20084/7269

Date : 12 September 2024

SHARMIN RASHID (G-45988)

Passport No. A15596590

Senior Officer

Sonali Bank PLC

Principal Office, Naogaon

Bangladesh.


Subject : Sanction of 15 (Fifteen) 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, Rajshahi vide their letter no. 3327 dated 19 August 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 for medical treatment in India under the following terms and conditions:

- (1) You will have to bear all expenses of 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

Human Resource Management Division (Sec-3)
Head Office, Motijheel C/A.Dhaka-1000. Bangladesh.
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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, Rajshahi.
02. Deputy General Manager, Sonali Bank PLC, Principal Office, Naogaon. 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
Masud Ahmed Khan
Assistant General Manager
Human Resource Management Division
Sonali Bank PLC
Head Office, Dhaka.

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