



Sonali Bank PLC.

Credible and Smart

No.HRMD/SEC-3/PF/SO-24357/4683

Date: 13 June 2024

AL AMIN (G-46785)
Passport No. A04506915
Assistant Engineer
Industrial Project Financing Division
Sonali Bank PLC.
Head Office, Dhaka
Bangladesh.

Subject : Sanction of 30 (Thirty) 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 Industrial Project Financing Division, Sonali Bank PLC. Head Office, Dhaka, vide their letter no-159 dated 16 May 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 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, Industrial Project Financing 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
Head Office, Dhaka.

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