



# Sonali Bank PLC

*Credible and Smart*

NO.HRMD/OMD/SEC-1/ 9266

Dated : 20 November 2023

Bishwajit Acharya (34590)  
Deputy General Manager  
Sonali Bank PLC  
Principal Office  
Narsingdi, Bangladesh.

**Subject: Sanction of 15 days leave (outside Bangladesh) with full pay to visit  
India for medical treatment.**

Dear Sir,

Please refer to the letter no. 4129 dated 29 October 2023 of Sonali Bank PLC, General Manager's Office, Dhaka South, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Dhaka South, Dhaka, the Authority has sanctioned 15 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 16 January 2024 or from the date of availing with a permission to visit India for medical treatment under the following terms & conditions:

**Conditions :**

1. You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank PLC & Government of Bangladesh.
2. The Period of traveling will be adjusted from earned leave.
3. Over stay in abroad will not be allowed.
4. This sanction letter will remain valid for 03 (three) months from the date of issue.

As per approval of the Authority Mr. Md. Azizul Hoque (35868), Assistant General Manager, Principal Office, Narsingdi will take over the charges of the Principal Office, Narsingdi temporarily during your leave.

Yours Faithfully,

Sd/-

(Masud Ahmed Khan)

Assistant General Manager

**Copy forward for kind information & necessary action to:**

01. The General Manager, Sonali Bank PLC, General Manager's Office, Dhaka South, Dhaka with a request to send us the related joining report of the above Executive specifying the date of leave availed.
02. The Deputy General Manager, Sonali Bank PLC, Principal Office, Narsingdi,
03. Mr. Md. Azizul Hoque (35868), Assistant General Manager, Sonali Bank PLC, Principal Office, Narsingdi, He will take over the charges of the Principal Office, Narsingdi during the sanctioned leave period of Mr. Bishwajit Acharya.
04. Immigration Officer, All Airports/ All Landports, Bangladesh.
- ✓ 05. EDP Copy (To upload the letter on Bank's website).

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