



# Sonali Bank PLC

*Credible and Smart*

NO. HRMD/OMD/SEC-1/ 5244

Dated : 29 July 2025

Dabobrata Biswas (34748)  
Assistant General Manager  
Sonali Bank PLC  
Bangabandhu Avenue Corporate Branch  
Dhaka, Bangladesh.

**Subject: Permission to visit India for 15 days during mandatory recreation leave.**

Dear Sir,

Reference may please be made to the letter no. 1012 dated 16 July 2025 of Sonali Bank PLC, Bangabandhu Avenue Corporate Branch, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and recommendation of Bangabandhu Avenue Corporate Branch, Dhaka, the Authority has permitted you to visit India for 15 days as medical attendant during mandatory recreation leave (31 July 2025 to 14 August 2025) including transit period under the following terms & conditions:

**Terms & 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. It will be treated as mandatory recreation leave.
3. Staying in abroad will not be allowed over the sanctioned period.

Yours Faithfully,

Sd/-

(Mostak Ahmed)

Assistant General Manager

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

01. The General Manager, Sonali Bank PLC, Bangabandhu Avenue Corporate Branch, Dhaka with a request to send us the related joining report of the above executive specifying the Tenure of leave availed.
02. Immigration Officer, All Airports/ All Landports, Bangladesh.
03. EDP Copy (To upload the letter on Bank's website).

Assistant General Manager

**MOSTAK AHMED**  
Assistant General Manager  
Human Resource Management Division  
Sonali Bank PLC  
Head Office, Dhaka