



# Sonali Bank PLC

*Credible and Smart*

NO. HRMD/OMD/SEC-1/ 4870

Dated : 16 July 2025

A B M Khaleduzzaman (35441)  
Deputy General Manager (Incharge)  
Sonali Bank PLC  
Wage Earner's Corporate Branch  
Chattogram, Bangladesh.

Subject : **Sanction of 25 days leave (outside Bangladesh) with full pay to visit India.**

Sir,

Please refer to the letter no. 1035 dated 23 June 2025 of Sonali Bank PLC, General Manager's Office, Chattogram South, Chattogram on the captioned subject.

We have the pleasure to advise you that in consideration of your application and recommendation of General Manager's Office, Chattogram South, Chattogram, the Authority has sanctioned 25 days leave (outside Bangladesh) including transit period and government/ weekly holidays from the date of availing with a permission to visit India as medical attendant 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) The Period of travelling 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 Mst. Zinat Rehana (36006), Assistant General Manager, Wage Earner's Corporate Branch. Chattogram will take over the charges of the Wage Earner's Corporate Branch. Chattogram temporarily during your leave.

Yours Faithfully,

Sd/-

(Masud Ahmed Khan)

Assistant General Manager

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

01. The General Manager, Sonali Bank PLC, General Manager's Office, Chattogram South, Chattogram with a request to send us the related joining report of the above executive specifying the Tenure of leave availed.
02. The Deputy General Manager (Incharge), Sonali Bank PLC, Wage Earner's Corporate Branch. Chattogram.
03. Mst. Zinat Rehana (36006), Assistant General Manager, Wage Earner's Corporate Branch. Chattogram. She will take over the charges of the Wage Earner's Corporate Branch. Chattogram during the sanctioned leave period of Mr. A B M Khaleduzzaman.
04. Immigration Officer, All Airports/All Land Ports, 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.