



# Sonali Bank PLC

*Credible and Smart*

NO.HRMD/OMD/SEC-1/6029

Dated : 28 August 2025

Shaheeda Begum (36002)  
Senior Principal Officer  
Sonali Bank PLC  
Railway Building Branch  
Chattogram, Bangladesh.

**Subject: Sanction of 30 days leave (outside Bangladesh) with full pay to visit India for medical treatment.**

Dear Sir,

Please refer to the letter no. 1952 dated 21 August 2025 of Sonali Bank PLC, General Manager's Office, Chattogram-North, Chattogram on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Chattogram-North, Chattogram, the Authority has sanctioned 30 days leave (outside Bangladesh) including transit period and government/ weekly holidays from the date of availing with a permission to visit India for medical treatment 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.

Yours Faithfully,

Sd/-

(Mostak Ahmed)

Assistant General Manager

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

01. The General Manager, Sonali Bank PLC, General Manager's Office, Chattogram-North, Chattogram.
02. The Deputy General Manager, Sonali Bank PLC, Principal Office, Chattogram-Central, Chattogram.
03. The Assistant General Manager (Incumbent), Sonali Bank PLC, Railway Building Branch, Chattogram with a request to send us the related joining report of the above officer specifying the Tenure of leave availed.
04. Immigration Officer, All Airports/ All Landports, Bangladesh.
- ✓ 05. EDP Copy (To upload the letter on Bank's website).

Assistant General Manager

MAHMOUD AHMED  
Assistant General Manager

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