



Sonali Bank PLC

Credible and Smart

NO.HRMD/OMD/SEC-1/ 5976

Dated : 24 August 2025

Urmi Mazumder (36635)
Assistant General Manager
Sonali Bank PLC
Principal Office, Chattogram Central
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. 1823 dated 07 August 2025 of Sonali Bank PLC, General Manager's Office, Chattogram North, Chattogram on the above subject.

We have the pleasure 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 with a request to send us the related joining report of the above executive specifying the Tenure of leave availed.
03. Immigration Officer, All Airports/ All Landports, Bangladesh.
- ✓ 04. 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.