



# Sonali Bank PLC

*Credible and Smart*

NO. HRMD/OMD/SEC-1/ 2815

Dated : 20 April 2025

Md Sarwar Alam (37021)  
Senior Principal Officer (Manager)  
Sonali Bank PLC  
Kuliarchar Branch  
Kishoregonj, Bangladesh.

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

Dear Sir,

Please refer to the letter no. 548 dated 16 March 2025 of Sonali Bank PLC, General Manager's Office, Mymensingh on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Mymensingh, 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 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.
5. During your sanctioned leave period Mr. Kartick Bihari Sen (34618), Principal Officer, Sonali Bank PLC, Kuliarchar Branch, Kishoregonj will take over the charges of the Branch temporarily.

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, Mymensingh.
02. The Deputy General Manager, Sonali Bank PLC, Principal Office, Kishoregonj with a request to send us the related joining report of the above officer specifying the Tenure of leave availed.
03. Manager, Sonali Bank PLC, Kuliarchar Branch, Kishoregonj.
04. Mr. Kartick Bihari Sen (34618), Principal Officer, Sonali Bank PLC, Kuliarchar Branch, Kishoregonj. He will take over the charges of the branch during the sanctioned leave period of Mr. Md Sarwar Alam.
05. Immigration Officer, All Airports/All Landports, Bangladesh.
06. 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.