



Sonali Bank PLC

Credible and Smart

NO.HRMD/OMD/SEC-1/ 4866

Dated : 16 July 2025

Syeda Raihana Sultana (37034)
Senior Principal Officer
Sonali Bank PLC
Gulshan New North Circle Branch
Dhaka, Bangladesh.

Subject: Sanction of 15 days leave (outside Bangladesh) with full pay to visit India.

Dear Sir,

Please refer to the letter no. 2154 dated 02 July 2025 of Sonali Bank PLC, General Manager's Office, Dhaka Central, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Dhaka Central, Dhaka, the Authority has sanctioned 15 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 20 July 2025 or from the date of availing with a permission to visit India as medical attendant under the following terms & conditions:

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/-

(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, Dhaka Central, Dhaka.
02. The Deputy General Manager, Sonali Bank PLC, Principal Office, Bangabandhu Avenue (Dhaka Central), Dhaka.
03. The Assistant General Manager (Incumbent), Sonali Bank PLC, Gulshan New North Circle Branch, Dhaka 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
Human Resource Management Division
Sonali Bank PLC
Head Office, Dhaka

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