



# Sonali Bank PLC

*Credible and Smart*

NO. HRMD/OMD/SEC-1/ 9393

Dated : 28 November 2023

Prosad Biswas (38250)  
Senior Principal Officer (Manager)  
Sonali Bank PLC  
Khoksha Branch  
Kushtia, Bangladesh.

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

Dear Sir,

Please refer to the letter no. 3979 dated 30 October 2023 of Sonali Bank PLC, General Manager's Office, Faridpur on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Faridpur, 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 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.
5. During your sanctioned leave period Mr. Md. Alamgir Hossain (36864), Principal Officer, Sonali Bank PLC, Khoksha Branch, Kushtia will take over the charges (as additional Charges of his present duties) 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, Faridpur.
02. The Deputy General Manager, Sonali Bank PLC, Principal Office, Kushtia 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, Khoksha Branch, Kushtia.
04. Mr. Md. Alamgir Hossain (36864), Principal Officer, Sonali Bank PLC, Khoksha Branch, Kushtia. He will take over the charges (as additional Charges of his present duties) of the branch during the sanctioned leave period of Mr. Prosad Biswas.
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  
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