



# Sonali Bank PLC

*Credible and Smart*

NO.HRMD/OMD/SEC-1/ 5739

Dated : 14 August 2025

Indrojit Chakroverty (38448)  
Senior Principal Officer  
Sonali Bank PLC  
Jashore Corporate Branch  
Jashore, Bangladesh.

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

Dear Sir,

Please refer to the letter no. 1153 dated 29 July 2025 of Sonali Bank PLC, General Manager's Office, Jashore on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Jashore, the Authority has sanctioned 15 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 17 September 2025 or 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/-

(Shamsuzzaman Talukder)  
Assistant General Manager

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

01. The General Manager, Sonali Bank PLC, General Manager's Office, Jashore.
02. The Deputy General Manager (Incharge), Sonali Bank PLC, Jashore Corporate Branch, Jashore with a request to send us the related joining report of the above officer 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

Shamsuzzaman Talukder  
Assistant General Manager  
Sonali Bank PLC.  
HRMD (SEC-1) HO, Dhaka.

14.08.2025

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