



**Sonali Bank PLC**  
*Credible and Smart*

No. HRMD/SEC-6/ABROAD\_IND/AOG-9006/ 1578

Dated: 18 February, 2024

MD KHORSHED ALAM SAUD (G-40918)  
Assistant Officer-1 (Cash)  
(Passport No: A13462296)  
Industrial Project Financing Division  
Sonali Bank PLC  
Head Office  
Dhaka.

**Subject: Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit India as Attendant of Children's treatment.**

Dear Sir,

We have the pleasure to advise that in consideration of your application and recommendation of Industrial Project Financing Division, Sonali Bank PLC, Head Office, Dhaka vide their letter no 111 dated 05/02/2024, the authority has sanctioned 15 (fifteen) days leave with full pay (Outside Bangladesh) including transit period and government/ weekly holidays from the date of availing with a permission to visit India as Attendant of your Children's treatment under the following terms & conditions :

**Conditions:**

- 1) You have to bear all expenses of the proposed visit. There will be no financial involvement of Sonali Bank PLC/ Govt. of Bangladesh.
- 2) This sanctioned leave will be treated as 'Leave outside Bangladesh'.
- 3) Over staying is strictly prohibited.
- 4) This sanction letter is valid for 03 (Three) months from the date of issue.

Yours faithfully,

Sd/

(Sultana Razia)  
Assistant General Manager

1. Deputy General Manager, Sonali Bank PLC, Industrial Project Financing Division, Sonali Bank PLC, Head Office, Dhaka. Please send the joining report of the related officer specifying the date of leave availed.
2. Immigration Officer, All Airport/All Land port, Bangladesh.
3. Personal File/Master Copy.

  
Assistant General Manager  
Human Resource Development Division  
Sonali Bank PLC  
Head Office, Dhaka