



সোনালী ব্যাংক পিএলসি  
বিশ্বস্ত ও স্মার্ট

NO.HRMD/OMD/SEC-1/ 8964

Dated : 09 November 2023

Suman Kumar Sheel (42007)  
Senior Principal Officer  
Sonali Bank PLC  
Daulatpur College Road Branch  
Khulna, Bangladesh.

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

Dear Sir,

Please refer to the letter no. 3348 dated 18 October 2023 of Sonali Bank PLC, General Manager's Office, Khulna on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Khulna, the Authority has sanctioned 15 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.

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, Khulna.
02. The Deputy General Manager, Sonali Bank PLC, Principal Office, Khulna.
03. The Assistant General Manager (Incumbent), Sonali Bank PLC, Daulatpur College Road Branch, Khulna 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  
**MOSTAK AHMED**  
Assistant General Manager  
Human Resource Management Division  
Sonali Bank Limited, Head Office, Dhaka.