



# Sonali Bank PLC

*Credible and Smart*

NO.HRMD/OMD/SEC-1/ 1106

Dated : 04 February 2024

Kazal Kumar Sarkar (42092)  
Senior Principal Officer  
Sonali Bank PLC  
Satkhira Branch  
Satkhira, Bangladesh.

Ex. Posting: Kumira Bazar Branch, Dhaka.

Subject : **Sanction of 10 days leave (outside Bangladesh) with full pay to visit India for medical treatment.**

Dear Sir,

Please refer to the letter no. 116 dated 16 January 2024 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 10 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 traveling 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 forward 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, Satkhira.
03. The Assistant General Manager (Incumbent), Sonali Bank PLC, Satkhira Branch, Satkhira 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 PLC  
Head Office, Dhaka