



Sonali Bank PLC

Credible and Smart

NO. HRMD/OMD/SEC-1/ 4868

Dated : 16 July 2025

Nurun Nahar (42109)
Senior Principal Officer
Reconciliation Division
Sonali Bank PLC
Head Office
Dhaka, Bangladesh.

Subject : **Sanction of 45 days leave (outside Bangladesh) with full pay to visit India for medical treatment.**

Dear Sir,

Please refer to the letter no. 367 dated 25 June 2025 of Reconciliation Division, Sonali Bank PLC, Head Office, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and Reconciliation Division's recommendation, the Authority has sanctioned 45 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.

Yours Faithfully,

Sd/-

(Masud Ahmed Khan)

Assistant General Manager

Copy forwarded for kind information & necessary action to

01. The Deputy General Manager, Reconciliation Division, Sonali Bank PLC, Head Office, Dhaka with a request to send us the related joining report of the above officer specifying the Tenure of leave availed.
02. Immigration Officer, All Airports/All Landports, Bangladesh.
- ✓ 03. EDP Copy (To upload the letter on Bank's website).


Assistant General Manager

Masud Ahmed Khan
Assistant General Manager
Human Resource Management Division
Sonali Bank PLC
Head Office, Dhaka.