



# Sonali Bank PLC

*Credible and Smart*

NO.HRMD/OMD/SEC-1/5538

Dated : 10 August 2025

Abul Bashar (42240)  
Senior Principal Officer  
Human Resource Management Division (Sec-1)  
Sonali Bank PLC  
Head Office  
Dhaka, Bangladesh.

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

Dear Sir,

Reference your application dated 03 August 2025 on the captioned subject.

We have the pleasure to advise you that in consideration of your application, the Authority has sanctioned 15 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 15 August 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/-

(Mostak Ahmed)

Assistant General Manager

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

01. The Assistant General Manager, Human Resource Management Division (Sec-1), Sonali Bank PLC, Head Office, Dhaka.
02. Immigration Officer, All Airports/All Landports, Bangladesh.
03. 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.