



Sonali Bank PLC.

Credible and Smart

No.HRMD/SEC-3/PF/SO-20282/5651

Date : 12 August 2025

FALGUNI GUHA ROY (G-44094)

Passport No. A13457430

Senior Officer

Sonali Bank PLC

Dhap Branch, Rangpur

Bangladesh.

**Subject : Sanction of 20 (Twenty) days' leave outside Bangladesh with full
pay to visit India.**

Dear Sir

We have the pleasure to advise that in consideration of your application and recommendations of Sonali Bank PLC, General Manager's Office, Rangpur vide their letter no. 2053 dated 20 July 2025, the authority has sanctioned 20 (Twenty) days' leave outside Bangladesh with full pay including transit period and government /weekly holidays from the date of avail with permission to visit India as medical attendant under the following terms and conditions:

- (1) You will have to bear all expenses for the proposed visit;
- (2) There will be no financial involvement of Sonali Bank PLC./Government of Bangladesh;
- (3) Staying abroad over the sanctioned leave will not be allowed; and
- (4) This sanction letter is valid for 03 (three) months from the date of issue.

Yours faithfully

(Masud Ahmed Khan)

Assistant General Manager

Masud Ahmed Khan
Assistant General Manager
Human Resource Management Division
Sonali Bank PLC
Dhap Branch, Rangpur, Dhaka.



Sonali Bank PLC.

Credible and Smart

No.HRMD/SEC-3/PF/SO-20282/5651

Date : 12 August 2025

FALGUNI GUHA ROY (G-44094)

Passport No. A13457430

Senior Officer

Sonali Bank PLC

Dhap Branch, Rangpur

Bangladesh.

Subject : Sanction of 20 (Twenty) days' leave outside Bangladesh with full pay to visit India.

Dear Sir

We have the pleasure to advise that in consideration of your application and recommendations of Sonali Bank PLC, General Manager's Office, Rangpur vide their letter no. 2053 dated 20 July 2025, the authority has sanctioned 20 (Twenty) days' leave outside Bangladesh with full pay including transit period and government /weekly holidays from the date of avail with permission to visit India as medical attendant under the following terms and conditions:

- (1) You will have to bear all expenses for the proposed visit;
- (2) There will be no financial involvement of Sonali Bank PLC./Government of Bangladesh;
- (3) Staying abroad over the sanctioned leave will not be allowed; and
- (4) This sanction letter is 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:

01. General Manager, Sonali Bank PLC, General Manager's Office, Rangpur.
02. Deputy General Manager, Sonali Bank PLC, Principal Office, Rangpur.
03. Manager, Sonali Bank PLC, Dhap Branch, Rangpur. They are requested to send her joining report after avail of leave.
04. Immigration Officer, All International Airports/Landports of Bangladesh.


Assistant General Manager

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

[www: sonalibank.com.bd](http://www.sonalibank.com.bd)

Human Resource Management Division (Sec-3)
Head Office, Motijheel C/A.Dhaka-1000. Bangladesh.
Phone : 88-02-223385529
E-Mail:l. dgmhrmd@sonalibank.com.bd.

Hot Line: 16639
Overseas+8809610016639