



No.HRMD/SEC-3/PF/SO-25853/4421

Date : 22 July 2025

SAKINUZZAMAN (G-48377)  
Passport No. A11931508  
Senior Officer (Manager)  
Sonali Bank PLC  
AbadPukurhat Branch, Naogaon  
Bangladesh.

**Subject : Sanction of 30 (Thirty) days' leave (Outside Bangladesh) with full pay for medical treatment in India.**

We have the pleasure to advise that in consideration of your application and recommendations of Sonali Bank PLC, General Manager's Office, Rajshahi, vide their letter no 2192 dated 18 June 2025 the authority has sanctioned 30 (Thirty) days' leave outside Bangladesh with full pay including transit period and government/weekly holidays from the date of avail with permission for medical treatment in India under the following terms and conditions:

- (1) You will have to bear all expenses of 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  
Head Office, Dhaka.



No.HRMD/SEC-3/PF/SO-25853/4424

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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, Rajshahi.
03. Deputy General Manager, Sonali Bank PLC, Principal Office, Naogaon.
04. Manager, Sonali Bank PLC, AbadPukurhat Branch, Naogaon. They are requested to send his joining report after avail of leave.
05. Immigration Officer, All International Airports/Landports of Bangladesh.
06. S.M. Abu Shahin (G-49866), Senior Officer, Sonali Bank PLC. AbadPukurhat Branch, Naogaon. He will take over the charge (as additional Charges of his present duties) of the branch during the sanctioned leave period of Sakinuzzaman.

  
Assistant General Manager

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

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