



Sonali Bank PLC

Credible and Smart

NO. HRMD/OMD/SEC-1/6132

Dated : 28 August 2025

Shabnam Mollika (44341)
Senior Principal Officer (Manager)
Sonali Bank PLC
Amjhupi Branch
Meherpur, Bangladesh.

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

Dear Sir,

Please refer to the letter no. 1248 dated 12 August 2025 of Sonali Bank PLC, General Manager's Office, Jashore on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Jashore, the Authority has sanctioned 15 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 01 September 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.
5. During your sanctioned leave period Mr. Md. Abdul Halim (41747), Senior Officer, Sonali Bank PLC, Amjhupi Branch, Meherpur will take over the charges of the Amjhupi Branch, Meherpur temporarily.

Yours Faithfully,

Sd/-

(Mostak Ahmed)

Assistant General Manager

Copy forwarded for kind information & necessary action to

01. The General Manager, Sonali Bank PLC, General Manager's Office, Jashore.
02. The Deputy General Manager, Sonali Bank PLC, Principal Office, Chuadanga with a request to send us the related joining report of the above officer specifying the Tenure of leave availed.
03. Manager, Sonali Bank PLC, Amjhupi Branch, Meherpur.
04. Mr. Md. Abdul Halim (41747), Senior Officer, Sonali Bank PLC, Amjhupi Branch, Meherpur. He will take over the charges of the branch during the sanctioned leave period of Mr. Shabnam Mollika.
05. Immigration Officer, All Airports/All Landports, Bangladesh.
06. 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.

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