



Sonali Bank PLC.
Credible and Smart



No.HRMD/SEC-3/PF/SO-21935/7461

Date : 10 September 2026

DIPANWITA MITRA (G-45229)

Passport No. A05348687

Senior Officer

Sonali Bank PLC

Sagardi Branch, Barishal

Bangladesh.

**Subject : Sanction of 30 (Thirty) days' leave Outside Bangladesh with full pay
for medical treatment in 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, Barishal, vide their letter no 2097 dated 12 July 2026 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

(Mahfuja Ferdous)

Assistant General Manager

Mahfuja Ferdous

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



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Yours faithfully

Sd/ -

(Mahfuja Ferdous)

Assistant General Manager

Copy forwarded for kind information & necessary action:

01. General Manager Sonali Bank PLC, General Manager's Office, Barishal.
02. Deputy General Manager, Sonali Bank PLC, Principal Office, Barishal-East, Barishal.
03. Immigration Officer, All International Airports/ Landports of Bangladesh.
04. Manager, Sagardi Branch, Barishal with a request to send us the related joining report of the above officer specifying the tenure of leave availed.

Assistant General Manager

Assistant General Manager
Human Resource Management Division

Sonali Bank PLC
Head Office, Dhaka
www.sonali-bank.com.bd

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