



No.HRMD/SEC-3/PF/SO -17026/7465

Date: 14 September 2026

ALOKA DUTTA (G-41274)

Passport No. A00023357

Senior Officer

Sonali Bank PLC

General Manager's Office, Noakhali.

Bangladesh.

Subject : Sanction of 15 (Fifteen) 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, Noakhali vide their letter no. 1448 dated 12 August 2026, the authority has sanctioned 15 (Fifteen) 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

Sd/ -

(Mahfuja Ferdous)

Assistant General Manager

Copy forwarded for kind information & necessary action:

01. General Manager (Incharge), Sonali Bank PLC, General Manager's Office, Noakhali, with a request to send us the related joining report of the above officer specifying the tenure of leave availed
02. Immigration Officer, All International Airports/Landports of Bangladesh

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

Assistant General Manager



Sonali Bank PLC.
Credible and Smart



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