



**Sonali Bank PLC.**  
*Credible and Smart*



No.HRMD/SEC-3/PF/SO-24519/8206

Date : 06 October 2026

SUPRIA RANI DEY (G-46640)

Passport No. A09001925

Senior Officer (IT)

Sonali Bank PLC

Rail Gate Branch, Jashore

Bangladesh.

**Subject : Sanction of 30 (Thiry) 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, Jashore vide their letter no. 1141 dated 02 September 2026, the authority has sanctioned 30 (Thiry) 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 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, Sonali Bank PLC, General Manager's Office, Jashore.
02. Deputy General Manager, Sonali Bank PLC, Principal Office, Jashore South, Jashore.
03. Asistant General Manager, Sonali Bank PLC, RailGate Branch, Jashore. They are requested to send her joining report after avail of leave.
04. Immigration Officer, All International Airports/Landports of Bangladesh.

Assistant General Manager

Assistant General Manager

Human Resource Management Division  
Sonali Bank PLC  
www.sonali.com.bd

Human Resource Management Division (Sec-3)  
Head Office, Motiheel C/A Dhaka-1000, Bangladesh.  
Phone - 88-02-223385525  
E-Mail: dhmd@sonalibank.com.bd

Hot Line: 16639  
Overseas+8809610016639



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Passport No. A09001925

Senior Officer (IT)

Sonali Bank PLC

Rail Gate Branch, Jashore

Bangladesh.

**Subject : Sanction of 30 (Thirty) 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, Jashore vide their letter no. 1141 dated 02 September 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 to visit India as medical attendant 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