



SONALI BANK PLC

Credible and Smart

NO.HO/HRMD/OMD/SEC-2/(PF-16511)/6006

Date : 28 August, 2025

CHAYAN KANTI BISWAS (G-40003)
(Passport No- A15289522)
Principal Officer (Joint Custodian General)
Sonali Bank PLC
Patgati Branch, Gopalganj
Bangladesh.

Subject: Sanction of 20 (Twenty) days' leave (Outside Bangladesh) with full pay to visit India.

Dear Sir,

Please refer to the letter no 2506 dated 11 August, 2025 of Sonali Bank PLC, General Manager's Office, Faridpur on the captioned subject.

We have the pleasure to advise you that in consideration of your application and recommendation of Sonali Bank PLC, General Manager's Office, Faridpur, the Authority has sanctioned 20 (Twenty) days' leave (outside Bangladesh) including transit period and government/weekly holidays from the date of availing with permission to visit India as medical attendant under the following terms & conditions:-

- You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank PLC/Government of People's Republic of Bangladesh.
- The period of travelling will be adjusted from earned leave.
- Staying abroad over the sanctioned leave is strictly prohibited.
- This sanction letter will remain valid for 03 (three) months from the date of issue.
- During the leave period, Mr. Sudipta Kumar Saha (G-52379), Senior Officer, Sonali Bank PLC, Patgati Branch, Gopalganj will take over the charges and perform the role of Joint Custodian (General) of Patgati Branch, Gopalganj temporarily.

Yours faithfully,

Sd/-

(Mostak Ahmed)

Assistant General Manager

Phone: +8802223385529

Copy forwarded for kind information & necessary action to:-

- General Manager, Sonali Bank PLC, General Manager's Office, Faridpur.
- Deputy General Manager, Sonali Bank PLC, Principal Office, Gopalganj with a request to send us the related joining report of the above officer specifying the date of leave availed.
- Mr. Sudipta Kumar Saha (G-52379), Senior Officer, Sonali Bank PLC, Patgati Branch, Gopalganj; he will take over the charges and perform the role of Joint Custodian (General) of Patgati Branch, Gopalganj temporarily during the sanctioned leave period of Mr. Chayan Kanti Biswas.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.
- Website Copy.

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

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