



Sonali Bank PLC
Credible and Smart

No. HRMD/SEC-5/ABROAD_IND/SOC-09924/5887

Date: 25 August 2025

AKHLAK HOSSAIN (G-40331)
Senior Officer Cash
(Passport No: A11588697)
Sonali Bank PLC
Thakurgaon Branch, Thakurgaon.

Subject: Sanction of 35 (Thirty Five) days leave (Outside Bangladesh) with full pay to visit India for treatment.

Dear Sir,

We have the pleasure to advise that in consideration of your application and recommendation of Sonali Bank PLC, General Manager's Office, Dinajpur vide their letter no 1565 dated 30/07/2025, the authority has sanctioned **35 (Thirty Five)** days leave with full pay (Outside Bangladesh) including transit period and government/ weekly holidays from the date of availing with a permission to visit India for your wife's treatment under the following terms & conditions:

Conditions:

- 1) You have to bear all expenses of the proposed visit. There will be no financial involvement of Sonali Bank PLC/ Govt. of Bangladesh.
- 2) This sanctioned leave will be treated as 'Leave outside Bangladesh'.
- 3) Over staying is strictly prohibited.
- 4) This sanction letter is valid for 03 (Three) months from the date of issue.

Yours faithfully,

Sd/-

(Sultana Razia)
Assistant General Manager

Copy forwarded for kind information & necessary action:

1. General Manager, Sonali Bank PLC, General Manager's Office, Dinajpur.
2. Deputy General Manager, Sonali Bank PLC, Principal Office, Thakurgaon. Please send the joining report of the related officer specifying the date of leave availed.
3. Assistant General Manager, Sonali Bank PLC, Thakurgaon Branch, Thakurgaon.
4. Mr. Md. Nasiruddin (G-32704), Sonali Bank PLC, Thakurgaon Branch, Thakurgaon. As per recommendation of General Manager's Office, Dinajpur and consequent approval of the authority you will take over the charge of Joint Custodian Cash temporarily during the leave of Mr. Akhlak Hossain (G-40331).
5. Immigration Officer, All Airport, All Land port, Bangladesh.
6. Personal File/Master Copy.

Assistant General Manager

Sultana Razia
Sd/-
Assistant General Manager
Human Resource Management Division
Sonali Bank PLC
Head Office, Dhaka.

www.sonalibank.com.bd

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