



**SONALI BANK PLC**

*Credible and Smart*

NO.HO/HRMD/OMD/SEC-2/(PF-17081)/6005

Date : 28 August, 2025

MARINA JAHAN (G-40026)  
(Passport No- A03595211)  
Principal Officer  
Sonali Bank PLC  
Chawkbazar Branch, Barishal  
Bangladesh.

Subject: Sanction of 45 (Forty Five) days' leave (Outside Bangladesh) with full pay to visit India for Medical Treatment.

Dear Sir,

Please refer to the letter no 2764 dated 03 August, 2025 of Sonali Bank PLC, General Manager's Office, Barishal 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, Barishal, the Authority has sanctioned 45 (Forty Five) days' leave (outside Bangladesh) including transit period and government/weekly holidays from the date of availing with permission to visit India for medical treatment 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.

Yours faithfully,

Sd/-


(Mostak Ahmed)

Assistant General Manager

Phone: +8802223385529

Copy forwarded for kind information & necessary action to:-

01. General Manager, Sonali Bank PLC, General Manager's Office, Barishal.
02. Deputy General Manager, Sonali Bank PLC, Principal Office, Barishal East, Barishal.
03. Manager, Sonali Bank PLC, Chawkbazar Branch, Barishal with a request to send us the related joining report of the above officer specifying the date of leave availed.
04. Immigration Officer, All Airports/All Land Ports Bangladesh.
05. Website Copy.

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

www: sonalibank.com.bd	Human Resource Management Division, Officer Management Department (Section-2), Head Office: 35-42, 44 Motijheel C/A, Dhaka-1000. Phone: 02-223384515, 02-223385529, Ext-3233, 3241 E-mail: dgmhrmd@sonalibank.com.bd, sbipmd2@sonalibank.com.bd	Hot Line: 16639 From Abroad: +8809610016639
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