



Sonali Bank PLC

Credible and Smart

No. HRMD/SEC-5/ABROAD_IND/SOC-11093/3488

Date: 18 May 2025

GAUR CHANDRA ROY (G-43275)
Senior Officer Cash (Joint Custodian Cash)
(Passport No: A05804091)
Sonali Bank PLC
Huglipara Branch, Dinajpur.

Subject: Sanction of 45 (Forty 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 736 dated 15/04/2025, the authority has sanctioned **45 (Forty Five)** days leave with full pay (Outside Bangladesh) including transit period and government/ weekly holidays from the date of availment with a permission to visit India for you and 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, Dinajpur-North, Dinajpur. Please send the joining report of the related officer specifying the date of leave availed.
3. Manager, Sonali Bank PLC, Huglipara Branch, Dinajpur.
4. Mr. Md. Asadur Rahman (G-43276), Sonali Bank PLC, Huglipara Branch, Dinajpur. 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. Gaur Chandra Roy (G-43275).
5. Immigration Officer, All Airport, All Land port, Bangladesh.
6. Personal File/Master Copy.


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

[www: sonalibank.com.bd](http://www.sonalibank.com.bd)

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