



Sonali Bank PLC
Credible and Smart

No. HRMD/SEC-5/ABROAD_IND/SOC-14442/5446

Date: 10 August 2025

TANNY SAHA (G-49967)
Senior Officer Cash
(Passport No: A15847282)
Sonali Bank PLC
Dinaipur Corporate Branch, Dinaipur.

Subject: Sanction of 30 (Thirty) 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, Dinaipur vide their letter no 1444 dated 15/07/2025, the authority has sanctioned **30 (Thirty)** days leave with full pay (Outside Bangladesh) including transit period and government/weekly holidays from the date of avilment with a permission to visit India for your 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, Dinaipur.
2. Deputy General Manager (Incharge), Sonali Bank PLC, Dinaipur Corporate Branch, Dinaipur.
Please send the joining report of the related officer specifying the date of leave availed.
3. Immigration Officer, All Airport, All Land port, Bangladesh.
4. Personal File/Master Copy.


10.08.2025
Assistant General Manager

Sultana Razia
Assistant General Manager
Human Resources Management Division
Sonali Bank PLC
Head Office, Dhaka

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

Human Resource Management Division (Section-5), Head Office, Sonali Bank PLC
35-42, 44, Motijheel Commercial Area, Dhaka-1000.
Contact: 02-223384515, 02-47115437, Email : sbl.hrm5@sonalibank.com.bd

Hotline : 16639
+880 9610016639