# Sonali Bank PLC

*Credible and Smart*

NO. HRMD/OMD/SEC-2/(PF-30779)/8402 Date: 01 November, 2026

PINAKEE PRASAD ROY (G-42710)
Passport No. A18242374
Principal Officer
Sonali Bank PLC
Principal Office
Jhalakathi, Bangladesh.

**Subject: Sanction of 15 days' leave (outside Bangladesh) with full pay to visit India for Medical Treatment.**

Dear Sir,

Please refer to the letter no. 319 dated 28 September, 2026 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 the recommendation of Sonali Bank PLC, General Manager's Office, Barishal, the competent Authority has sanctioned you 15 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:

**Terms & Conditions:**

1. You will bear all expenses of the visit. There will be no financial involvement of Sonali Bank PLC & Government of the People's Republic of Bangladesh.
2. The period of travelling will be adjusted from earned leave.
3. Over stay will not be allowed.
4. This sanction letter will remain valid for 03 (three) months from the date of issuance.

Yours Faithfully,

Sd/-
(Shamsuzzaman Talukder)
Assistant General Manager

**Copy forwarded for kind information & necessary action to:**

01. General Manager (Incharge), Sonali Bank PLC, General Manager's Office, Barishal.
02. Deputy General Manager, Sonali Bank PLC, Principal Office, Jhalakathi with a request to send us the related joining report of the above officer specifying the date of leave availed.
03. Immigration Officer, All Airports/ All Landports, Bangladesh.
04. EDP Copy (To upload the letter on Bank's website).

Assistant General Manager

Shamsuzzaman Talukder
Assistant General Manager
Sonali Bank PLC
HRMD (SEC-1/2), HO, Dhaka.