



No. HRMD/SEC-5/ABROAD\_IND/SOC-13684/2387

Date: 23 April, 2025

**ROCKSANA FERDOUS (G-50114)**

Senior Officer Cash

**(Passport No: B00038377)**

Sonali Bank PLC

Baraigram Branch, Natore.

Subject: Sanction of 30 (Thirty) days leave (Outside Bangladesh) with full pay to visit India for treatment.

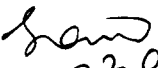
Dear Sir,

We have the pleasure to advise that, in consideration of your application and recommendation of Sonali Bank PLC, General Manager's Office, Rajshahi vide their letter no 1166 dated 27/03/2025, the authority has approved 30 (Thirty) days earned leave with full pay as leave outside Bangladesh from the date of commencement of leave (including travel time/weekly holidays or government holidays) to visit India for treatment under the following terms & conditions:

Terms and Conditions:

- You will have to bear all expenses of the proposed visit. There will be no financial involvement of Government of Bangladesh or Sonali Bank PLC.
- Your travelling time will be treated as leave outside Bangladesh. The leave will have to be adjusted with your earned leave on average pay.
- You will not be allowed to stay abroad for more than the approved period.
- The leave will have to be commenced within 03 (three) months. Otherwise the leave will be void.

Yours faithfully,

  
23.04.2025  
(Sultana Razia)  
Assistant General Manager  
Human Resource Management Division  
Sonali Bank PLC.  
Head Office, Dhaka.



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Yours faithfully,


Sd/-

(Sultana Razia)

Assistant General Manager

Copy forwarded for kind information & necessary action (not according to seniority):

- General Manager, Sonali Bank PLC, General Manager's Office, Rajshahi.
- Deputy General Manager, Sonali Bank PLC, Principal Office, Natore. Please send the joining report of the related officer specifying the date of leave availed in due time.
- Assistant General Manager, Sonali Bank PLC. Baraigram Branch, Natore.
- Immigration Officer, All International Airport, All Land port, Bangladesh.
- Personal File/Master Copy.

  
23.04.2025  
Assistant General Manager  
**Sultana Razia**  
Assistant General Manager  
Human Resources Management Division  
Sonali Bank PLC.  
Head Office, Dhaka.