



Sonali Bank PLC

Credible and Smart

No. HRMD/SEC-5/ABROAD_IND/SOC-11404/6125

Date: 28 August 2025

TAPATI RANI BALA (G-44331)

Senior Officer Cash

(Passport No: A08712021)

Sonali Bank PLC

N. C. T. B. Branch, Dhaka.

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

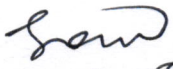
Dear Sir,

We have the pleasure to advise that in consideration of your application and recommendation of Sonali Bank PLC, General Manager's Office, Dhaka-Central, Dhaka vide their letter no 2685 dated 13/08/2025, the authority has sanctioned **30 (Thirty)** days leave with full pay (Outside Bangladesh) including transit period and government/ weekly holidays from the date of availing 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,


28.08.2025

(Sultana Razia)

Assistant General Manager

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