



Md Saiful Islam (37535)  
Senior Principal Officer (Manager)  
Sonali Bank PLC  
Godagari Branch  
Rajshahi, 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. 3758 dated 29 September 2024 of Sonali Bank PLC, General Manager's Office, Rajshahi on the captioned subject

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Rajshahi, the Authority has sanctioned 15 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 20 October 2024 or from the date of availing with a permission to visit India for medical treatment under the following terms & conditions:

**Conditions :**

1. You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank PLC & Government of Bangladesh.
2. The period of travelling will be adjusted from earned leave.
3. Over stay in abroad will not be allowed.
4. This sanction letter will remain valid for 03 (three) months from the date of issue.
5. During your sanctioned leave period Mr. A.M. Iftikhar Hoque Rijvi (37268), Principal Officer, Sonali Bank PLC, Godagari Branch, Rajshahi will take over the charges of the Godagari Branch, Rajshahi temporarily.

Yours Faithfully,

Sd/-

(Mostak Ahmed)

Assistant General Manager

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

01. The General Manager, Sonali Bank PLC, General Manager's Office, Rajshahi.
02. The Deputy General Manager, Sonali Bank PLC, Principal Office, Rajshahi, with a request to send us the related joining report of the above officer specifying the Tenure of leave availed.
03. Manager, Sonali Bank PLC, Godagari Branch, Rajshahi.
04. Mr. A.M. Iftikhar Hoque Rijvi (37268), Principal Officer, Sonali Bank PLC, Godagari Branch, Rajshahi. He will take over the charges of the Godagari Branch, Rajshahi during the sanctioned leave period of Mr. Md Saiful Islam.
05. Immigration Officer, All Airports/ All Landports, Bangladesh.
06. EDP Copy (To upload the letter on Bank's website).

Assistant General Manager

**MOSTAK AHMED**  
Assistant General Manager  
Human Resource Management Division  
Sonali Bank PLC