



# Sonali Bank PLC

*Credible and Smart*

NO.HRMD/OMD/SEC-1/ 3920

Dated : 13 May 2024

Subhashish Ghose (38035)  
Senior Principal Officer  
Sonali Bank PLC  
Agrabad Corporate Branch  
Chattogram, Bangladesh.

**Subject: Sanction of 10 days leave (outside Bangladesh) with full pay to visit India.**

Dear Sir,

Please refer to the letter no. 838 dated 09 April 2024 of Sonali Bank PLC, General Manager's Office, Chattogram North, Chattogram on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Chattogram North, Chattogram, the Authority has sanctioned 10 days leave (outside Bangladesh) including transit period and government/ weekly holidays from the date of availing with a permission to visit India under the following terms & conditions:

**Terms & 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.

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, Chattogram North, Chattogram.
02. The Deputy General Manager (Incumbent), Sonali Bank PLC, Agrabad Corporate Branch, Chattogram with a request to send us the related joining report of the above officer specifying the Tenure 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

**MOSTAK AHMED**  
Assistant General Manager  
Human Resource Management Division  
**Sonali Bank PLC.**  
Head Office, Dhaka.