



# Sonali Bank PLC

*Credible and Smart*

NO.HRMD/OMD/SEC-1/ 8065

Dated : 14 October 2024

Kanak Paul Chowdhury (41900)  
Senior Principal Officer  
Agro-Based Project Financing Division  
Sonali Bank PLC  
Head Office  
Dhaka, Bangladesh.

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

Dear Sir,

Please refer to the letter no. 783 dated 26 September 2024 of Agro-Based Project Financing Division, Sonali Bank PLC, Head Office, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and Agro-Based Project Financing Division's recommendation, 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 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 Deputy General Manager, Agro-Based Project Financing Division, Sonali Bank PLC, Head Office, Dhaka with a request to send us the related joining report of the above officer specifying the date of leave availed.
02. Immigration Officer, All Airports/All Landports, Bangladesh.
03. 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