



**Sonali Bank PLC.**  
*Credible and Smart*

No.HRMD/SEC-3/PF/SO-26811/8772

Date: 13 November 2024

ASIM KUMAR BISWAS (G-49799)  
Passport No. A08040111  
Senior Officer  
Sonali Bank PLC.  
B.I.S.E. Branch, Jashore  
Bangladesh.

**Subject : Sanction of 15 (Fifteen) days' leave outside Bangladesh without pay for medical treatment in India.**

Dear Sir

We have the pleasure to advise that in consideration of your application and recommendations of Sonali Bank PLC, General Manager's Office, Jashore vide their letter no-1188 dated 02 October 2024, the authority has sanctioned 15 (Fifteen) days' leave outside Bangladesh without pay including transit period and government/ weekly holidays from the date of avail with permission for medical treatment in India under the following terms and conditions:

- (1) You will have to bear all expenses for the proposed visit;
- (2) There will be no financial involvement of Sonali Bank PLC./ Government of Bangladesh;
- (3) Staying abroad over the sanctioned leave will not be allowed; and
- (4) This sanction letter is valid for 03 (three) months from the date of issue.

Yours faithfully

Sd/ -

(Masud Ahmed Khan)  
Assistant General Manager

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

01. General Manager, Sonali Bank PLC., General Manager's Office, Jashore.
02. Deputy General Manager, Sonali Bank PLC. Principal Office, Jashore South, Jashore.
03. Manager, Sonali Bank PLC, B.I.S.E. Branch, Jashore. They are requested to send his joining report after avail of leave.
04. Immigration Officer, All International Airports/Landports of Bangladesh

  
Assistant General Manager

Masud Ahmed Khan  
Assistant General Manager  
Human Resource Management Division  
Sonali Bank PLC  
Head Office, Dhaka.

[www: sonalibank.com.bd](http://www.sonalibank.com.bd)

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