



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

No. HRMD/SEC-5/ABROAD\_IND/SOC-14830/742

Date: 26 January 2025

BAPON KUMAR DATTA (G-49358)  
Senior Officer Cash (Joint Custodian Cash)  
(Passport No: A15472157)  
Sonali Bank PLC  
Birgonj Branch, Dinajpur.

**Subject: Sanction of 60 (Sixty) days leave (Outside Bangladesh) with full pay to visit India for your wife's 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, Dinajpur vide their letter no 21 dated 05/01/2025, the authority has sanctioned **60 (Sixty)** days leave with full pay (Outside Bangladesh) including transit period and government/ weekly holidays from the date of availment with a permission to visit India for your wife's 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,

Sd/-

(Sultana Razia)  
Assistant General Manager

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

1. General Manager, Sonali Bank PLC, General Manager's Office, Dinajpur.
2. Deputy General Manager, Sonali Bank PLC, Principal Office, Dinajpur-North, Dinajpur. Please send the joining report of the related officer specifying the date of leave availed.
3. Manager, Sonali Bank PLC, Birgonj Branch, Dinajpur.
4. Md. Waskuruni (G-53255), Sonali Bank PLC, Birgonj Branch, Dinajpur. As per recommendation of General Manager's Office, Dinajpur and consequent approval of the authority you will take over the charge of Joint Custodian Cash temporarily during the leave of Bapon Kumar Datta (G-49358).
5. Immigration Officer, All Airport, All Land port, Bangladesh.
6. Personal File/Master Copy.

  
26.01.2025  
Assistant General Manager

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

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