



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

No. HRMD/SEC-5/ABROAD\_IND/SOC-11124/741

Date: 26 January 2025

SONIA AKTER (G-43759)  
Senior Officer Cash (Joint Custodian Cash)  
(Passport No: A08642690)  
Sonali Bank PLC  
Rupgonj Branch, Narail.

**Subject: Sanction of 30 (Thirty) days leave (Outside Bangladesh) with full pay to visit India for 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, Khulna vide their letter no 24 dated 02/01/2025, the authority has sanctioned **30 (Thirty) 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 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.

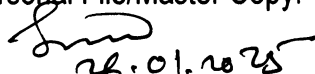
Yours faithfully,

Sd/-

(Sultana Razia)  
Assistant General Manager

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

1. General Manager, Sonali Bank PLC, General Manager's Office, Khulna.
2. Deputy General Manager, Sonali Bank PLC, Principal Office, Narail. Please send the joining report of the related officer specifying the date of leave availed.
3. Assistant General Manager, Sonali Bank PLC, Rupgonj Branch, Narail.
4. Banya Chakraborty (G-49673), Sonali Bank PLC, Rupgonj Branch, Narail. As per recommendation of General Manager's Office, Khulna and consequent approval of the authority you will take over the charge of Joint Custodian Cash temporarily during the leave of Sonia Akter (G-43759).
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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