



**SONALI BANK PLC**  
*Credible and Smart*

NO.HO/HRMD/OMD/SEC-2/(PF-13772)/1669

Date : 09 March, 2025

MITA DAS (G-37751)  
(Passport No-A15410781)  
Senior Principal Officer  
Sonali Bank PLC  
Foreign Exchange Corporate Branch  
Dhaka, Bangladesh.

Subject : Sanction of 30 (Thirty) days' leave (Outside Bangladesh) with full pay to visit India.

Dear Sir,

Please refer to the letter no 640 dated 20 February, 2025 of Sonali Bank PLC, General Manager's Office, Dhaka South, Dhaka on the captioned subject.

We have the pleasure to advise you that in consideration of your application and recommendation of General Manager's Office, Dhaka South, Dhaka, the Authority has sanctioned 30 (Thirty) days' leave (outside Bangladesh) including transit period and government/weekly holidays from the date of availing with permission to visit India as medical attendant under the following 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) Staying abroad over the sanctioned leave is strictly prohibited.
- 4) This sanction letter will remain valid for 03(three) months from the date of issue.

Yours faithfully,

Sd/-

(Mostak Ahmed)

Assistant General Manager

Phone: +8802223385529

Copy forwarded for kind information & necessary action to:-

01. General Manager, Sonali Bank PLC, General Manager's Office, Dhaka South, Dhaka.
02. Deputy General Manager, Sonali Bank PLC, Foreign Exchange Corporate Branch, Dhaka with a request to send us the related joining report of the above officer specifying the date of leave availed.
03. Immigration Officer, All Airports/All Land Ports, Bangladesh.
04. Website Copy

Assistant General Manager

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

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