



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

NO.HO/HRMD/OMD/SEC-2/(PF-13771)/7944

Dated : 16 OCTOBER, 2024

ELORA PAUL (G-37370)  
(Passport No-A 00199395)  
Principal Officer  
Sonali Bank PLC  
General Manager's Office, Dhaka South, Dhaka  
Bangladesh.

Subject : Sanction of 12 (Twelve) days leave (Outside Bangladesh) with full pay for Medical treatment in Thailand.

Dear Sir,

Reference may please be made to the letter No.3174 dated the 22 September, 2024 of Sonali Bank PLC, General Manager's Office, Dhaka South, Dhaka on the captioned subject.

We have to advise that in consideration of your application and recommendation of Sonali Bank PLC, General Manager's Office, Dhaka South, Dhaka the authority has sanctioned 12 (Twelve) days leave (outside Bangladesh) including transit period and government/weekly holidays from the date of availing with a permission for Medical Treatment in Thailand under the following terms & conditions:-

- You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank PLC /Government of Bangladesh.
- The Period of travelling will be adjusted from earned leave.
- Staying abroad over the sanctioned leave is strictly prohibited.
- This sanctioned 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, 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 Land Ports, Bangladesh.
03. Website Copy.

Assistant General Manager

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

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