



**Sonal Bank PLC.**  
*Credible and Smart*

No.HRMD/SEC-3/PF/SO-20422/4682

Date: 05 June 2024

MD MOSABBIR HOSSAIN (G-44813)

Passport No. A14239019

Senior Officer

Sonal Bank PLC.

Principal Office, Pabna

Bangladesh.

**Subject : Sanction of 20 (Twenty) days' leave outside Bangladesh with full 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, Rajshahi vide their letter no-1618 dated 05 May 2024, the authority has sanctioned 20 (Twenty) days' leave outside Bangladesh with full 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, Rajshahi.
02. Deputy General Manager, Sonali Bank PLC. Principal Office, Pabna. They are requested to send his joining report after avail of leave.
03. Immigration Officer, All International Airports/Landports of Bangladesh

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

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

Human Resource Management Division (Sec-3)  
Head Office, Motijheel C/A.Dhaka-1000. Bangladesh.  
Phone : 88-02-223385529  
E-Mail:l. dgmhrmd@sonalibank.com.bd,

Hot Line: 16639  
Overseas+8809610016639