Sonali Bank PLC
Credible and Smart

NO.HRMD/OMD/SEC-1/8805 Date: 01 November, 2026

Md Rashidul Islam (33995)
Passport No. A07789787
General Manager
Sonali Bank PLC
General Manager's Office
Bogura, Bangladesh.

Subject: Sanction of 30 days leave (outside Bangladesh) with full pay to visit India for medical treatment.

Sir,

Please refer to the letter no. 831 dated 25 October, 2026 of Sonali Bank PLC, General Manager's Office, Bogura on the captioned subject.

We have the pleasure to advise you that in consideration of your application and the recommendation of General Manager's Office, Bogura, the Board of Directors of Sonali Bank PLC in its 936th meeting held on 28 October, 2026 has sanctioned you 30 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 10 November, 2026 or from the date of availing with permission to visit India for medical treatment under the following terms & conditions:

Terms & Conditions :

1. You will 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. Over stay will not be allowed.
4. This sanction letter will remain valid for 03 (three) months from the date of issuance.

As per approval of the authority Mst. Rokshana Akther Jahan (36001), Deputy General Manager, General Manager's Office, Bogura will take over the charge of General Manager's Office, Bogura temporarily.

Yours Faithfully,

Sd/-
(Shamsuzzaman Talukder)
Assistant General Manager

Copy forwarded for kind information & necessary action to:

01. All Deputy Managing Director, Sonali Bank PLC, Head Office, Dhaka.
02. General Manager, Sonali Bank PLC, General Managers Office, Bogura with a request to send us the related joining report of the above executive specifying the tenure of leave availed.
03. Deputy General Manager, CEO & Managing Director's Secretariat, Sonali Bank PLC, Head Office, Dhaka.
04. Mst. Rokshana Akther Jahan (36001), Deputy General Manager, Sonali Bank PLC, General Manager's Office, Bogura. She will take over the charge of General Manager's Office, Bogura during the sanctioned leave period of Mr. Md Rashidul Islam.
05. Immigration Officer, All Airports/All Landports, Bangladesh.
06. EDP Copy (To upload the letter on Bank's website).

Assistant General Manager

Shamsuzzaman Talukder
Assistant General Manager
Sonali Bank PLC
HRMD (SEC-1/2), HO, Dhaka