



Sonali Bank PLC
Credible and Smart



NO. HRMD/OMD/SEC-1/8366

Date: 08 October, 2026

Md Kamal Hossain (34512)
Passport No. A00027348
Deputy General Manager
Industrial Project Financing Division
Sonali Bank PLC
Head Office, Dhaka
Bangladesh.

**Subject: Sanction of 15 days leave (outside Bangladesh) with full pay to visit
Thailand, Malaysia & Singapore.**

Sir,

Please refer to the letter no. 588 dated 07 October, 2026 of Industrial Project Financing Division, Sonali Bank PLC, Head Office, Dhaka on the captioned subject.

We have the pleasure to advise you that in consideration of your application and the recommendation of Industrial Project Financing Division, the competent authority has sanctioned you 15 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 Thailand, Malaysia & Singapore 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 Mr. Z.A.M. Imamul Huda (34687), Deputy General Manager, Agro-Based Project Financing Division, Sonali Bank PLC, Head Office, Dhaka will take over the charge (as additional Charge) of Industrial Project Financing Division, temporarily during your leave period.

Yours Faithfully,

Sd/-

(Shamsuzzaman Talukder)
Assistant General Manager

Copy forwarded for kind information & necessary action to:

01. General Manager, Industrial Project Financing Division, Sonali Bank PLC, Head Office, Dhaka with a request to send us the related joining report of the above executive specifying the tenure of leave availed.
02. Deputy General Manager, Industrial Project Financing Division, Sonali Bank PLC, Head Office, Dhaka.
03. Mr. Z.A.M. Imamul Huda (34687), Deputy General Manager, Agro-Based Project Financing Division, Sonali Bank PLC, Head Office, Dhaka. He will take over the charge (as additional Charge) of Industrial Project Financing Division during the sanctioned leave period of Mr. Md Kamal Hossain.
04. Immigration Officer, All Airports, Bangladesh.
- ✓ 05. EDP Copy (To upload the letter on Bank's website).

Assistant General Manager

Shamsuzzaman Talukder

www.sonali-bank.com.bd
Resource Management Division (Sec-1), Head Office, 35-42,44, Motijheel C/A, Dhaka-1000
Sonali Bank PLC
HRMD (SEC-1/2), HO, Dhaka
Phone: 02-223384515, 02-223385529
E-mail: dgmrmd@sonalibank.com.bd, sbl.hrmd1@sonalibank.com.bd

Hotline: 16639
+8809610016639