



**Sonali Bank PLC**  
*Credible and Smart*



NO.HRMD/OMD/SEC-1/8651

Date : 19 October, 2026

Md Abul Kashem Fazlul Haque (35516)  
Passport No. A00278872  
Assistant General Manager  
Information Technology Division  
(IT Services Management)  
Sonali Bank PLC  
Head Office  
Dhaka, Bangladesh.

Subject : **Sanction of 15 days leave (outside Bangladesh) with full pay to visit India.**

Dear Sir,

Please refer to the letter no. 919 dated 06 October, 2026 of Information Technology Division (IT Services Management), Head Office, Dhaka on the captioned subject.

We have the pleasure to advise you that in consideration of your application and the recommendation of Information Technology Division (IT Services Management), the competent authority has sanctioned you 15 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 25 October, 2026 or from the date of availing with permission to visit India as medical attendant 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.

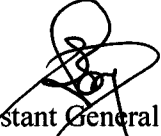
Yours Faithfully,

Sd/-

(Shamsuzzaman Talukder)  
Assistant General Manager

**Copy forwarded for kind information & necessary action to:**

01. Deputy General Manager, Information Technology Division (IT Services Management), 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. Immigration Officer, All Airports/All Landports, Bangladesh.
- ✓ 03. 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.

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| www.sonalibank.com.bd | Human Resource Management Division (Sec-1), Head Office, 35-42, 44, Motijheel C/A, Dhaka-1000<br>Phone: 02-223384515, 02-223385529<br>E-mail: dgmhrmd@sonalibank.com.bd, sbi.hrmd1@sonalibank.com.bd | Hotline: 16639<br>+8809610016639 |
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