



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



NO. HRMD/OMD/SEC-1/7389

Date: 10 September, 2026

Sharmin Afroze Sumi (35591)  
Passport No. A12573066  
Assistant General Manager (Incumbent)  
Sonali Bank PLC  
Kacharibazar Branch  
Rangpur, Bangladesh.

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

Dear Sir,

Please refer to the letter no. 2322 dated 19 August, 2026 of Sonali Bank PLC, General Manager's Office, Rangpur 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, Rangpur, the competent authority has sanctioned you 30 days leave (outside Bangladesh) including transit period and government/ weekly holidays 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.
5. During your sanctioned leave period Mr. Pankaj Kanti Roy (38235), Senior Principal Officer, Sonali Bank PLC, Kacharibazar Branch, Rangpur will take over the charge of the branch temporarily.

Yours Faithfully,

Sd/-

(Shamsuzzaman Talukder)  
Assistant General Manager

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

01. General Manager, Sonali Bank PLC, General Manager's Office, Rangpur.
02. Deputy General Manager, Sonali Bank PLC, Principal Office, Rangpur with a request to send us the related joining report of the above executive specifying the tenure of leave availed.
03. Assistant General Manager (Incumbent), Sonali Bank PLC, Kacharibazar Branch, Rangpur.
04. Mr. Pankaj Kanti Roy (38235), Senior Principal Officer, Sonali Bank PLC, Kacharibazar Branch, Rangpur. He will take over the charge of Kacharibazar Branch, Rangpur during the sanctioned leave period of Ms. Sharmin Afroze Sumi.
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

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