# Sonali Bank PLC

*Credible and Smart*

NO. HRMD/OMD/SEC-1/9070 Date: 11 November, 2026

Md Hasmot Ali (35666)
Passport No. A04803720
Deputy General Manager
International Trade Finance Division
Sonali Bank PLC
Head Office, Dhaka
Bangladesh.

**Subject: Sanction of 10 days leave (outside Bangladesh) with full pay to visit India.**

Sir,

Please refer to the letter no. 2039 dated 08 November, 2026 of International Trade Finance 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 International Trade Finance Division, the competent authority has sanctioned you 10 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 06 Decmber, 2026 or from the date of availing with permission to visit India 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. Md. Harun-Or-Rashid (33848), Deputy General Manager, External Audit Compliance Division, Sonali Bank PLC, Head Office, Dhaka will take over the charge (as additional Charge) of International Trade Finance 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, International Trade Finance 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, International Trade Finance Division, Sonali Bank PLC, Head Office, Dhaka.
03. Mr. Md. Harun-Or-Rashid (33848), Deputy General Manager, External Audit Compliance Division, Sonali Bank PLC, Head Office, Dhaka. He will take over the charge (as additional Charge) of International Trade Finance Division during the sanctioned leave period of Mr. Md Hasmot Ali.
04. Immigration Officer, All Airports/All Landports, Bangladesh.
05. 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