



NO. HRMD/OMD/SEC-1/7371

Date: 07 September, 2026

Mohammad Kamrul Hassan (36260)
Passport No. B00936902
Deputy General Manager
Information Technology Division
(IT Procurement & Maintenance)
Sonali Bank PLC
Head Office, Dhaka
Bangladesh.

Subject: Sanction of 05 days leave (outside Bangladesh) with full pay to visit Singapore.

Sir,

Please refer to the letter no. 1186 dated 06 September, 2026 of Information Technology Division (IT Procurement & Maintenance), 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 Information Technology Division (IT Procurement & Maintenance), the competent authority has sanctioned you 05 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 28 September, 2026 or from the date of availing with permission to visit 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. Md. Mamunur Rashid Bhuiyan (36516), Deputy General Manager, Information Technology Division (Infrastructure IT), Sonali Bank PLC, Head Office, Dhaka will take over the charge (as additional Charge) of Information Technology Division (IT Procurement & Maintenance), temporarily during your leave period.

Yours Faithfully,

Sd/-

(Shamsuzzaman Talukder)
Assistant General Manager

Copy forwarded for kind information & necessary action to:

01. Chief Information Technology Officer, 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, Information Technology Division (IT Procurement & Maintenance), Sonali Bank PLC, Head Office, Dhaka.
03. Mr. Md. Mamunur Rashid Bhuiyan (36516), Deputy General Manager, Information Technology Division (Infrastructure IT), Sonali Bank PLC, Head Office, Dhaka. He will take over the charge (as additional Charge) of Information Technology Division (IT Procurement & Maintenance) during the sanctioned leave period of Mr. Mohammad Kamrul Hassan.
04. Immigration Officer, All Airports, Bangladesh.
05. EDP Copy (To upload the letter on Bank's website).

Assistant General Manager