



Sonali Bank PLC
Credible and Smart



NO.HRMD/OMD/SEC-1/8314

Date : 06 October, 2026

Md Amirul Islam (37508)
Passport No. A14353779
Senior Principal Officer (Manager)
Sonali Bank PLC
Mirpur Cantonment Branch
Dhaka, Bangladesh.

Subject : Sanction of 15 days leave (outside Bangladesh) with full pay to visit Singapore for medical treatment..

Dear Sir,

Please refer to the letter no. 3431 dated 15 September, 2026 of Sonali Bank PLC, General Manager's Office, Dhaka-North, Dhaka 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, Dhaka-North, Dhaka, the competent authority has sanctioned you 15 days leave (outside Bangladesh) including transit period and government/ weekly holidays 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.
5. During your sanctioned leave period Ms. Shirin Akter (44249), Senior Principal Officer, Sonali Bank PLC, Mirpur Cantonment Branch, Dhaka 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, Dhaka-North, Dhaka.
02. Deputy General Manager, Sonali Bank PLC, Principal Office, Mirpur, Dhaka with a request to send us the related joining report of the above officer specifying the tenure of leave availed.
03. Manager, Sonali Bank PLC, Mirpur Cantonment Branch, Dhaka.
04. Ms. Shirin Akter (44249), Senior Principal Officer, Sonali Bank PLC, Mirpur Cantonment Branch, Dhaka. She will take over the charge of Mirpur Cantonment Branch, Dhaka during the sanctioned leave period of Mr. Md Amirul Islam.
05. Immigration Officer, All Airports, Bangladesh.
- ✓ 06. EDP Copy (To upload the letter on Bank's website).

Assistant General Manager
Shamsuzzaman Talukder
Assistant General Manager