



No.HRMD/SEC-3/PF/SO-16664/84 **40**

Date : 19 October 2026

MD. ASRAFUL ISLAM (G-41297)
Passport No. A10005501
Senior Officer
Establishment & Engineering Division (EED)
Sonali Bank PLC.
Head Office, Dhaka
Bangladesh.

Subject : Sanction of 30 (Thirty) days' leave (Outside Bangladesh) with full pay to visit India.

Dear Sir

We have the pleasure to advise that in consideration of your application and recommendations of Establishment & Engineering Division (EED), Sonali Bank PLC, Head Office, Dhaka vide their letter no-839 dated 06 October 2026, the authority has sanctioned 30 (Thirty) days' leave outside Bangladesh with full pay including transit period and government/ weekly holidays from the date of avail with permission to visit India as medical attendant under the following terms and conditions:

- (1) You will have to bear all expenses of the proposed visit;
- (2) There will be no financial involvement of Sonali Bank PLC/Government of Bangladesh;
- (3) Staying abroad over the sanctioned leave will not be allowed; and
- (4) This sanction letter is valid for 03 (three) months from the date of issue.

Yours faithfully

Sd/ -

(Mahfuja Ferdous)

Assistant General Manager

Copy forwarded for kind information & necessary action:

01. Deputy General Manager, Establishment & Engineering Division (EED), Sonali Bank PLC. Head Office, Dhaka. They are requested to send his joining report after avail of leave.
02. Immigration Officer, All International Airports/Landports of Bangladesh.

Assistant General Manager

Mahfuja Ferdous

Assistant General Manager
Human Resource Management Division
www: sonalibank.com.bd
Head Office, Dhaka

Human Resource Management Division (Sec-3)
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Sonali Bank PLC.
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Yours faithfully

(Mahfuja Ferdous)
Assistant General Manager

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Head Office Dhaka

www: sonalibank.com.bd	Human Resource Management Division (Sec-3) Head Office, Motijheel C/A.Dhaka-1000, Bangladesh. Phone : 88-02-223385529 E-Mail:l. dgmhrmd@sonalibank.com.bd,	Hot Line: 16639 Overseas+8809610016639
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