



Sonali Bank PLC.
Credible and Smart



No.HRMD/SEC-3/PF/SO-20119/7874

Date : 27 September 2026

MD ASHAD MIA (G-44158)

Passport No. A23165793

Senior Officer

Sonali Bank PLC.

Sirajganj Court Building Branch, Sirajganj

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 Sonali Bank PLC, General Manager's Office, Bogura vide their letter no-623 dated 01 September 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 for 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

(Mahfuja Ferdous)

Assistant General Manager

Mahfuja Ferdous
Assistant General Manager
Human Resource Management Division
Sonali Bank PLC.
Head Office, Dhaka.



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Yours faithfully

Sd/ -

(Mahfuja Ferdous)

Assistant General Manager

Copy forwarded for kind information & necessary action:

01. General Manager, Sonali Bank PLC, General Manager's Office, Bogura
02. Deputy General Manager, Sonali Bank PLC. Principal Office, Sirajganj.
03. Manager, Sonali Bank PLC, Sirajganj Court Building Branch, Sirajganj. They are requested to send his joining report after avail of leave.
04. Immigration Officer, All International Airports/Landports of Bangladesh

Assistant General Manager