



Sonali Bank PLC
Credible and Smart



NO.HRMD/OMD/SEC-1/8311

Date : 05 October, 2026

Dipu Rani Bhowmik (44837)
Passport No. B00791552
Senior Principal Officer (Manager)
Sonali Bank PLC
C & B Road Branch
Barishal, Bangladesh.

Subject : **Sanction of 07 days leave (outside Bangladesh) with full pay to visit India.**

Dear Sir,

Please refer to the letter no. 2920 dated 14 September, 2026 of Sonali Bank PLC, General Manager's Office, Barishal 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, Barishal, the competent authority has sanctioned you 07 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 06 October, 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.
5. During your sanctioned leave period Mr. Md. Abu Hanif (42908), Senior Principal Officer, Sonali Bank PLC, College Road Branch, Barishal 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, Barishal.
02. Deputy General Manager, Sonali Bank PLC, Principal Office, Barishal with a request to send us the related joining report of the above officer specifying the tenure of leave availed.
03. Assistant General Manager (Incumbent), Sonali Bank PLC, College Road Branch, Barishal.
04. Manager, Sonali Bank PLC, C & B Road Branch, Barishal.
05. Mr. Md. Abu Hanif (42908), Senior Principal Officer, Sonali Bank PLC, College Road Branch, Barishal. He will take over the charge of C & B Road Branch, Barishal during the sanctioned leave period of Ms. Dipu Rani Bhowmik.
06. Immigration Officer, All Airports/All Landports, Bangladesh.
- ✓ 08. 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.

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