



Sonali Bank PLC.
Credible and Smart



No.HRMD/SEC-3/PF/SO -21942/8703

Date: 26 October 2026

SANJAY BANIK (G-45278)

Passport No. A22231299

Senior Officer

Sonali Bank PLC

Pauro Bipani Bitan Branch, Noakhali

Bangladesh.

**Subject : Sanction of 30 (Thiry) days' leave outside Bangladesh with full pay to
medical treatment in 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, Noakhali vide their letter no. 1780 dated 24 September 2026, the authority has sanctioned 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 for medical treatment in India under from 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

Sd/-

(Shamsuzzaman Talukder)

Assistant General Manager

Copy forwarded for kind information & necessary action:

01. General Manager, Sonali Bank PLC. General Manager's Office, Noakhali.
02. Deputy General Manager, Sonali Bank PLC. Principal Office, Noakhali.
03. Manager, Sonali Bank PLC, Pauro Bipani Bitan Branch, Noakhali with a request to send us the related joining report of the above officer specifying the tenure of leave availed.
04. Immigration Officer, All International Airports/Landports of Bangladesh.

Assistant General Manager

Shamsuzzaman Talukder
Assistant General Manager
Sonali Bank PLC
HRMD (SEC-1/2), HQ, Dhaka
www.sonali-bank.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



Sonali Bank PLC.
Credible and Smart



No.HRMD/SEC-3/PF/SO -21942/8703

Date: 26 October 2026

SANJAY BANIK (G-45278)

Passport No. A22231299

Senior Officer

Sonali Bank PLC

Pauro Bipani Bitan Branch, Noakhali

Bangladesh.

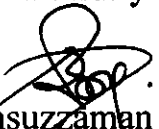
**Subject : Sanction of 30 (Thirty) days' leave outside Bangladesh with full pay to
medical treatment in India**

Dear Sir

We have the pleasure to advise that in consideration of your application and recommendations of Sonali Bank PLC, General Manager's Office, Noakhali vide their letter no. 1780 dated 24 September 2026, the authority has sanctioned 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 for medical treatment in India under from 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


(Shamsuzzaman Talukder)
Assistant General Manager

Shamsuzzaman Talukder
Assistant General Manager
Sonali Bank PLC
HRMD (SEC-1/2), HO, Dhaka.