Sonali Bank PLC.

Credible and Smart

No.HRMD/SEC-3/PF/SO-22184/8708
Date: 29 October 2026

SUSHIL CHANDRA PAUL (G-46040)
Passport No. A09733743
Senior Officer
Sonali Bank PLC.
Bhawal Jamalpur Branch, Gazipur
Bangladesh.

Subject : Sanction of 90 (Ninety) 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, Dhaka North, Dhaka vide their letter no-3711 dated 17 October 2026 the authority has sanctioned 90 (Ninety) days'leave outside Bangladesh with full pay including transit period and government/ weekly holidays from the date of avail with permission to visit India 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
Sd/ -
(Mahfuja Ferdous)
Assistant General Manager
Copy forwarded for kind information & necessary action:

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

Assistant General Manager

এসিস্টেন্ট জেনারেল ম্যানেজার
হিউম্যান রিসোর্স ম্যানেজমেন্ট ডিভিশন
সোনালী ব্যাংক পিএলসি.
প্রধান কার্যালয়, ঢাকা।

Mahfuja Ferdous
Assistant General Manager
Human Resource Management Division
Sonali Bank PLC
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. demhrm.1@sonalibank.com.bd.	Hot Line: 16639 Overseas+8809610016639

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