



Sonali Bank PLC.
Credible and Smart



No.HRMD/SEC-3/PF/SO-20097/8210

Date: 01 October 2026

KIRON SHAKAR KUNDU (G-46241)

Passport No. A22552117

Senior Officer

Sonali Bank PLC

Gopalganj Branch, Gopalganj

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, Faridpur vide their letter no. 2433 dated 07 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

Sd/-

(Mahfuja Ferdous)

Assistant General Manager

Copy forwarded for kind information & necessary action:

01. General Manager, Sonali Bank PLC. General Manager's Office, Faridpur
02. Deputy General Manager, Sonali Bank PLC. Principal Office, Gopalganj.
03. Assistant General Manager, Sonali Bank PLC, Gopalganj Branch, Gopalganj. They are requested to send his joining report after avail of leave.
04. Immigration Officer, All International Airports/Landports of Bangladesh.
05. Master Copy /Personal File/Office Copy.

Assistant General Manager

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

www.sonalibank.com.bd

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Assistant General Manager

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Human Resource Management Division
Sonali Bank PLC
Head Office: Dhaka