



Sonali Bank PLC
Credible and Smart



No. HRMD/SEC-5/ABROAD_IND/SOC-12081/8288

Date: 19.10.2026

SIKTA ROY (G-46389)
Senior Officer Cash
(Passport No: A09816461)
Sonali Bank PLC
Tularampur Branch, Narail.

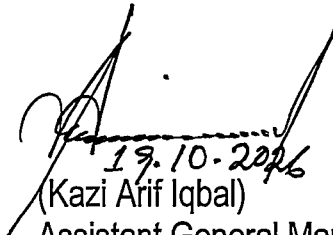
Sanction of 30 (Thirty) days leave (Outside Bangladesh) with full pay to visit India for treatment.

Dear Sir

We have the pleasure to advise that, in consideration of your application and the recommendation of Sonali Bank PLC, General Manager's Office. Khulna vide letter no 2879 dated 05.10.2026 the competent authority has sanctioned **30 (Thirty)** days leave with full pay (Outside Bangladesh) including transit period and government/weekly holidays, from the date of availing the leave, with permission to visit India for your medical treatment under the following terms & conditions:

- 1) You shall bear all expenses related to the proposed visit. There will be no financial involvement of Sonali Bank PLC or The Government of the People's Republic of Bangladesh.
- 2) The sanctioned leave will be adjusted against earned leave.
- 3) Overstaying beyond the sanctioned period is strictly prohibited.
- 4) This sanction letter shall remain valid for a period of 3 (Three) months from the date of issuance.

Yours faithfully


19.10.2026
(Kazi Arif Iqbal)
Assistant General Manager

Kazi Arif Iqbal
Assistant General Manager
Human Resource Management Division
Sonali Bank PLC.
Head Office, Dhaka.



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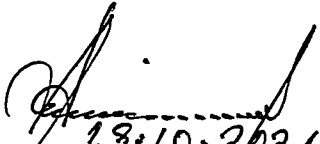
Signed

(Kazi Arif Iqbal)

Assistant General Manager

Copy forwarded for kind information & necessary action:

1. General Manager, Sonali Bank PLC, General Manager's Office, Khulna.
2. Deputy General Manager, Sonali Bank PLC, Principal Office, Narail is requested to send the joining report of the concerned officer mentioning the actual date of leave availed.
3. Manager, Sonali Bank PLC, Tularampur Branch, Narail. In pursuance of the recommendation of General Manager's Office, Khulna and approval of the competent authority, Mr. Md. Tipu Sultan (G-47850), Senior Officer will take over the official responsibilities temporarily in addition to his current assignments during the leave period of Sikta Roy (G-46389).
4. Immigration Officer, All Airports, All Land ports, Bangladesh.
5. Office Copy/Master Copy/Web Portal Copy.


19.10.2026
Assistant General Manager
Kazi Arif Iqbal
Assistant General Manager
Human Resource Management Division
Sonali Bank PLC.
Head Office, Dhaka.

www.sonalibank.com.bd

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