



Sonali Bank PLC.
Credible and Smart



No.HRMD/SEC-3/PF/SO-22211/7874

Date : 24 September 2026

ROKHSANA YEASMIN JOLY (G-46421)

Passport No. A14719629

Senior Officer

Sonali Bank PLC

Principal Office, Rajshahi.

Bangladesh.

**Subject : Sanction of 45 (Forty Five) days' leave (Outside Bangladesh) with
full pay for 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, Rajshahi vide their letter no. 3017 dated 23 August 2026, the authority has sanctioned 45 (Forty Five) 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 the following terms and conditions:

- (1) You will have to bear all expenses of 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 (Incharge) Sonali Bank PLC, General Manager's Office, Rajshahi.
02. Deputy General Manager, Sonali Bank PLC, Principal Office, Rajshahi. They are requested to send her joining report after avail of leave.
03. Immigration Officer, All International Airports/Landports of Bangladesh.

Assistant General Manager



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(Mahfuja Ferdous)

Assistant General Manager

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