



Sonali Bank PLC.
Credible and Smart



No.HRMD/SEC-3/PF/SO -24401/8433

Date: 13 October 2026

MD ROKNUZZAMAN (G-46783)

Passport No. A12848196

Senior Officer (IT)

Sonali Bank PLC.

Mithapukur Branch, Rangpur

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, Rangpur vide their letter no-2644 dated 20 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

(Mahfuja Ferdous)

Assistant General Manager

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



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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, Rangpur.
02. Deputy General Manager, Sonali Bank PLC. Principal Office, Rangpur.
03. Assistant General Manager, Sonali Bank PLC, Mithapukur Branch, Rangpur 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