



Sonali Bank PLC.
Credible and Smart



No.HRMD/SEC-3/PF/SO – 24755/8432

Date: 13 October 2026

RUMMAN MOLLIK (G-46929)

Passport No. A13900644

Senior Officer (IT)

Sonali Bank PLC

Custom House Branch, Khulna

Bangladesh.

**Subject : Sanction of 30 (Thirty) days' leave outside Bangladesh with full pay to
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, Khulna vide their letter no. 2706 dated 15 September 2026, the authority has sanctioned 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 for medical treatment in India under from 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, Khulna.
02. Deputy General Manager, Sonali Bank PLC. Principal Office, Khulna.
03. Manager, Sonali Bank PLC, Custom House Branch, Khulna. They are requested to send his joining report after avail of leave.
04. Immigration Officer, All International Airports/Landports of Bangladesh.

Assistant General Manager

Mahfuja Ferdous
Assistant General Manager

Human Resource Management Division

Sonali Bank PLC

www: sonalibank.com.bd

Human Resource Management Division (Sec-3)

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