Sonali Bank PLC.

Credible and Smart

No.HRMD/SEC-3/PF/SO-26379/8710
Date : 05 November 2026

BIDYUT HAZRA (G-49042)
Passport No. A15565902
Assistant Engineer (IT)
Sonali Bank PLC.
Principal Office, Gopalgonj.
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-2728 dated 30 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 PL./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 (Incharge), Sonali Bank PLC. General Manager's Office, Faridpur
02. Deputy General Manager, Sonali Bank PLC. Principal Office, Gopalgonj. They are requested to send his joining report after avail of leave.
03. Immigration Officer, All International Airports/Landports of Bangladesh.

Assistant General Manager

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