Sonali Bank PLC.

Credible and Smart



No.HRMD/SEC-3/PF/SO -26738/8916
Date: 05 November 2026

MD. ARAFAT HOSSAIN (G-49579)
Passport No. A08684094
Senior Officer
Sonali Bank PLC
Nazim Uddin Road Branch, Dhaka
Bangladesh.

Subject : Sanction of 45 (Forty Five) 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, Dhaka South, Dhaka vide their letter no-2945 dated 12 October 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 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, Dhaka South, Dhaka.
02. Deputy General Manager, Sonali Bank PLC. Principal Office, Dhaka South, Dhaka.
03. Manager, Sonali Bank PLC, Nazim Uddin Road Branch, Dhaka. They are requested to send his joining report after avail of leave.
04. Immigration Officer, All International Airports/Landports of Bangladesh.

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

Assistant General Manager