



Sonali Bank PLC.

Credible and Smart



No.HRMD/SEC-3/PF/SO -27478/7462

Date: 13 September 2026

HIMALAY CHANDRA ROY (G-50767)

Passport No. A16528803

Assistant Engineer (IT)

Information Technology Division (IT Procurement & Maintenance)

Sonali Bank PLC.

Head Office, Dhaka

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 Information Technology Division (IT Procurement & Maintenance), Sonali Bank PLC, Head Office, Dhaka vide their letter no-1079 dated 13 August 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.

Yours faithfully

Sd/ -

(Mahfuja Ferdous)

Assistant General Manager

Copy forwarded for kind information & necessary action:

- 01 Deputy General Manager, Information Technology Division (IT Procurement & Maintenance), Sonali Bank PLC. Head Office, Dhaka. They are requested to send his joining report after avail of leave.
- 02 Immigration Officer, All International Airports/Landports of Bangladesh.

Assistant General Manager

Mahfuja Ferdous
Asst. General Manager
Information Technology Division
Sonali Bank PLC



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Yours faithfully

(Mahfuja Ferdous)

Assistant General Manager

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