Sonali Bank PLC.

Credible and Smart



No.HRMD/SEC-3/PF/SO – 28602/9285
Date: 18 November 2026

MD ABDULLA AL AMIN (G-51481)
Passport No. A07370043
Senior Officer
Sonali Bank PLC
Gaibandha Corporate Branch, Gaibandha
Bangladesh.

Subject : Sanction of 15 (Fifteen) 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, Rangpur vide their letter no. 2889 dated 12 October 2026, the authority has sanctioned has sanctioned 15 (Fifteen) 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
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, Gaibandha.
03. Assistant General Manager, Sonali Bank PLC, Gaibandha Corporate Branch, Gaibandha 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

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

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