



Sonali Bank PLC.
Credible and Smart



No.HRMD/SEC-3/PF/SO – 24460/8207

Date: 06 October 2026

PUROBI ROY (G-46782)

Passport No. A18790927

Senior Officer (IT)

Sonali Bank PLC

Rangpur Corporate Branch, Rangpur

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, Rangpur vide their letter no. 2566 dated 14 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, Rangpur.
02. Deputy General Manager, Sonali Bank PLC. Rangpur Corporate Branch, Rangpur. They are requested to send his joining report after avail of leave.
03. Immigration Officer, All International Airports/Landports of Bangladesh.
04. Master Copy /Personal File/Office Copy.

Mahfuja Ferdous
Assistant General Manager

Sonali Bank PLC
Head Office, Dhaka

www: sonalibank.com.bd

Date: 10/10/2026

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