Sonali Bank PLC

Credible and Smart

NO. HRMD/OMD/SEC-2/(PF-24838)/8946 Date: 18 November, 2026

A S M SAYEM (G-46998)
Passport No. A03332110
Engineer (IT)
Information Technology Division
(IT Services Management)
Sonali Bank PLC
Head Office, Dhaka
Bangladesh.

Subject: Sanction of 15 days' leave (outside Bangladesh) with full pay to visit Nepal for Medical Treatment.

Dear Sir,

Please refer to the letter no. 976 dated 03 November, 2026 of Information Technology Division (IT Services Management), Sonali Bank PLC, Head Office, Dhaka on the captioned subject.

We have the pleasure to advise you that in consideration of your application and the recommendation of Information Technology Division (IT Services Management), Sonali Bank PLC, Head Office, Dhaka, the competent Authority has sanctioned you 15 days' leave (outside Bangladesh) including transit period and government/ weekly holidays from 20 November, 2026 or afterwards from the date of availing with permission to visit Nepal for medical treatment under the following terms & conditions:

Terms & Conditions:

1. You will bear all expenses of the visit. There will be no financial involvement of Sonali Bank PLC & Government of the People's Republic of Bangladesh.
2. The period of travelling will be adjusted from earned leave.
3. Over stay will not be allowed.
4. This sanction letter will remain valid for 03 (three) months from the date of issuance.

Yours Faithfully,

Sd/-
(Shamsuzzaman Talukder)
Assistant General Manager

Copy forwarded for kind information & necessary action to:

01. Deputy General Manager, Information Technology Division (IT Services Management), Sonali Bank PLC, Head Office, Dhaka with a request to send us the related joining report of the above officer specifying the tenure of leave availed.
02. Immigration Officer, All Airports/All Landports, Bangladesh.
03. EDP Copy (To upload the letter on Bank's website).

Assistant General Manager
Shamsuzzaman Talukder
Assistant General Manager
Sonali Bank PLC
HRMD (SEC-1/2), HO, Dhaka.