Sonali Bank PLC

Credible and Smart

NO. HRMD/OMD/SEC-1/9269 Date: 19 November, 2026

Md Abul Kalam Azad (35528)
Passport No. A00043719
Assistant General Manager (Incumbent)
Sonali Bank PLC
Pabna Corporate Branch
Pabna, Bangladesh.

Subject : **Sanction of 15 days leave (outside Bangladesh) with full pay to visit India.**

Dear Sir,

Please refer to the letter no. 3792 dated 08 November, 2026 of Sonali Bank PLC, General Manager's Office, Rajshahi on the captioned subject.

We have the pleasure to advise you that in consideration of your application and the recommendation of General Manager's Office, Rajshahi, the competent authority has sanctioned you 15 days leave (outside Bangladesh) including transit period and government/weekly holidays from 22 November, 2026 or from the date of availing with permission to visit India as medical attendant 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 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.
5. During your sanctioned leave period Mr. Md. Saifullah (41587), Senior Principal Officer, Sonali Bank PLC, Pabna Corporate Branch, Pabna will take over the charge of the branch temporarily.

Yours Faithfully,

Sd/-
(Shamsuzzaman Talukder)
Assistant General Manager

Copy forwarded for kind information & necessary action to:

01. General Manager, Sonali Bank PLC, General Manager's Office, Rajshahi.
02. Deputy General Manager, Sonali Bank PLC, Principal Office, Pabna with a request to send us the related joining report of the above executive specifying the tenure of leave availed.
03. Assistant General Manager (Incumbent), Sonali Bank PLC, Pabna Corporate Branch, Pabna.
04. Mr. Md. Saifullah (41587), Senior Principal Officer, Sonali Bank PLC, Pabna Corporate Branch, Pabna. He will take over the charge of Pabna Corporate Branch, Pabna during the sanctioned leave period of Mr. Md Abul Kalam Azad.
05. Immigration Officer, All Airports/All Landports, Bangladesh.
06. 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