



Sonali Bank PLC
Credible and Smart



No. HRMD/SEC-5/ABROAD_IND/SOC-11093/8281

Date: 05.10.2026

GAUR CHANDRA ROY (G-43275)
Senior Officer Cash
(Passport No: A05804091)
Sonali Bank PLC
Station Road Branch, Dinajpur

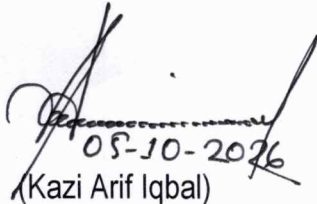
Sanction of 60 (Sixty) days leave (Outside Bangladesh) with full pay to visit India for treatment.

Dear Sir

We have the pleasure to advise that, in consideration of your application and the recommendation of Sonali Bank PLC, General Manager's Office. Dinajpur vide letter no 1690 dated 01.09.2026 the competent authority has sanctioned **60 (Sixty)** days leave with full pay (Outside Bangladesh) including transit period and government/weekly holidays, from the date of availing the leave, with permission to visit India for you and your wife's medical treatment under the following terms & conditions:

- 1) You shall bear all expenses related to the proposed visit. There will be no financial involvement of Sonali Bank PLC or The Government of the People's Republic of Bangladesh.
- 2) The sanctioned leave will be adjusted against earned leave.
- 3) Overstaying beyond the sanctioned period is strictly prohibited.
- 4) This sanction letter shall be remain valid for a period of 3 (Three) months from the date of issuance.

Yours faithfully


05-10-2026
(Kazi Arif Iqbal)

Assistant General Manager

Kazi Arif Iqbal
Assistant General Manager
Human Resource Management Division
Sonali Bank PLC.
Head Office, Dhaka.

www.sonalibank.com.bd

Human Resource Management Division (Section-5), Head Office, Sonali Bank PLC
35-42, 44, Motijheel Commercial Area, Dhaka-1000.
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9610016639



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Yours faithfully

Signed

(Kazi Arif Iqbal)

Assistant General Manager

Copy forwarded for kind information & necessary action:

1. General Manager, Sonali Bank PLC, General Manager's Office. Dinajpur.
2. Deputy General Manager, Sonali Bank PLC, Principal Office, Dinajpur North, Dinajpur is requested to send the joining report of the concerned officer mentioning the actual date of leave availed.
3. Manager, Sonali Bank PLC, Station Road Branch, Dinajpur. In pursuance of the recommendation of General Manager's Office, Dinajpur and approval of the competent authority, Mr. Md. Golam Sarwar (G-51020), officer cash will take over the official responsibilities temporarily during the leave period of Gaur Chandra Roy (G-43275).
4. Immigration Officer, All Airports, All Land ports, Bangladesh.
5. Office Copy/Master Copy/Web Portal Copy.

05-10-2026
Assistant General Manager

Kazi Arif Iqbal
Assistant General Manager
Human Resource Management Division
Sonali Bank PLC.
Head Office Dhaka.

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