Sonali Bank PLC
Credible and Smart

No. HRMD/SEC-5/ABROAD_IND/SOC-9743/8995 Date: 16.11.2026

HIRAMAN KUMAR ROY (G-38960)
Senior Officer Cash
(Passport No: A09822384)
Sonali Bank PLC
Shahpur Branch, Khulna

Sanction of 30 (Thirty) 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. Khulna vide letter no 3100 dated 17.10.2026 the competent authority has sanctioned **30 (Thirty)** 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 your medical treatment under the following terms & conditions:

a) 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.
b) The sanctioned leave will be adjusted against earned leave.
c) Overstaying beyond the sanctioned period is strictly prohibited.
d) This sanction letter shall be remain valid for a period of 3 (Three) months from the date of issuance.

Yours faithfully

16.11.2026
(Kazi Arif Iqbal)
Assistant General Manager

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

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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. Khulna.
2. Deputy General Manager, Sonali Bank PLC, Principal Office, Khulna is requested to send the joining report of the concerned officer mentioning the actual date of leave availed.
3. Manager, Sonali Bank PLC, Shahpur Branch, Khulna. In pursuance of the recommendation of General Manager's Office, Khulna and approval of the competent authority, Mr. Kalyan Kumar Biswas (G-41265) will take over the official responsibilities temporarily during the leave period of Mr. Hiraman Kumar Roy (G-38960).
4. Immigration Officer, All Airports, All Land ports, Bangladesh.
5. Office Copy/Master Copy/Web Portal Copy.

16.11.2026
Assistant General Manager
Kazi Arif Iqbal
Assistant General Manager
Human Resource Management Division
Sonali Bank PLC.
Head Office, Dhaka.