



Sonali Bank PLC
Credible and Smart



No. HRMD/SEC-5/ABROAD_IND/OC-29222/7914

Date: 24.09.2026

SAYTA KUMAR BARMAN (G-51578)
Officer Cash
(Passport No: A11364061)
Sonali Bank PLC
Pirgonj Branch, Thakurgaon

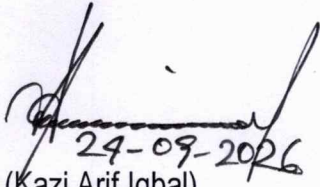
Sanction of 20 (Twenty) days leave (Outside Bangladesh) with full pay to visit India for daughter's treatment.

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 1689 dated 01.09.2026 the competent authority has sanctioned **20 (Twenty)** 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 as attendant for your daughter'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



(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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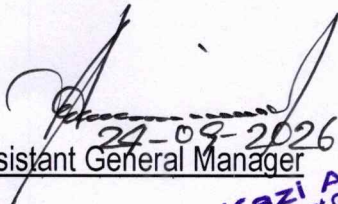
Signed

(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, Thakurgaon is requested to send the joining report of the concerned officer mentioning the actual date of leave availed.
3. Assistant General Manager, Sonali Bank PLC, Pirgonj Branch Thakurgaon. In pursuance of the recommendation of General Manager's Office, Dinajpur and approval of the competent authority, Mr. Md. Sowvon Hossain (G-59472) will take over the official responsibilities temporarily during the leave period of Sayta Kumar Barman (G-51578).
4. Immigration Officer, All Airports, All Land ports, Bangladesh.
5. Office Copy/Master Copy/Web Portal Copy.


24-09-2026
Assistant General Manager
Kazi Arif Iqbal
Assistant General Manager
Human Resource Management Division
Sonali Bank PLC.
Head Office, Dhaka.

www.sonalibank.com.bd

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