



Sonali Bank PLC
Credible and Smart



No. HRMD/SEC-5/ABROAD_IND/SOC-14830/8285

Date: 08.10.2026

BAPON KUMAR DATTA (G-49358)
Senior Officer Cash (Joint Custodian Cash)
(Passport No: A15472157)
Sonali Bank PLC
Birgonj Branch, Dinajpur

Sanction of 90 (Ninety) days leave (Outside Bangladesh) with full pay to visit India as attendant for wife's medical 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 1769 dated 13.09.2026 the competent authority has sanctioned **90 (Ninety)** 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 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 remain valid for a period of 3 (Three) months from the date of issuance.

Yours faithfully


08-10-2026
(Kazi Arif Iqbal)

Assistant General Manager

KAZI ARIF IQBAL
Assistant General Manager, (G-37323)
HRMD, Section-5, 6, 7 & 8
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. 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. Assistant General Manager, Sonali Bank PLC, Birgonj Branch, Dinajpur. Mr. Md. Abu Taleb (G-52244), Officer Cash, Sonali Bank PLC, Birgonj Br. Dinajpur. In pursuance of the recommendation of General Manager's Office, Dinajpur and approval of the competent authority you will take over the charge of joint custodian cash temporarily during the leave period of Mr. Bapon Kumar Datta (G-49358).
4. Immigration Officer, All Airports/All Land ports, Bangladesh.
5. Office Copy/Master Copy/Web Portal Copy.

08-10-2026
Assistant General Manager

KAZI ARIF IQBAL
Assistant General Manager, (G-37323)
HRMD, Section-5, 6, 7 & 8
Sonali Bank PLC
Head Office, Dhaka.

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Human Resource Management Division (Section-5), Head Office, Sonali Bank PLC
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