



No. HRMD/SEC-5/ABROAD_IND/SOC-14151/7123

Date: 06.09.2026

JESMIN KHATUN (G-50000)
Senior Officer Cash
(Passport No: B00902626)
Sonali Bank PLC
Ramna Corporate Branch, Dhaka

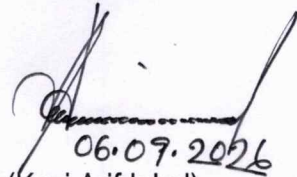
Sanction of 60 (Sixty) days leave (Outside Bangladesh) with full pay to visit India for treatment.

Dear Sir

We have the pleasure to advise that, in consideration of your application and the recommendation of Sonali Bank PLC, Ramna Corporate Br. Dhaka vide letter no 1320 dated 12.08.2026 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 your 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



06.09.2026

(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, Ramna Corporate Branch, Dhaka is requested to send the joining report of the concerned officer mentioning the actual date of leave availed. In pursuance of your recommendation and approval of the competent authority, Mr. Sudip Ghosh (G-47811) will take over the official responsibilities temporarily during the leave period of Jesmin Khatun (G-50000).
2. Immigration Officer, All Airports, All Land ports, Bangladesh.
3. Office Copy/Master Copy/Web Portal Copy.

06.09.2026

Assistant General Manager

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

www.sonalibank.com.bd

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