



Sonali Bank PLC
Credible and Smart



No. HRMD/SEC-5/Abroad_India/OC-31952/8176

Date: 06 October, 2026

KHALID HOSAN KHAN
Index No. G-53293
Officer Cash
Passport No: A23341409
Sonali Bank PLC
Ishwardi Branch, Pabna.
Bangladesh.

Sanction of 30 (Thirty) days leave (Outside Bangladesh) with full pay to visit India.

Dear Sir

We have the pleasure to advise that, in consideration of your application and recommendation of Sonali Bank PLC, General Manager's Office, Rajshahi vide their letter no. 3269, dated 10/09/2026 the competent authority has approved 30 (Thirty) days leave with full pay (as leave outside Bangladesh) from the date of availing the leave (including travel time/weekly holidays or government holidays) to visit India as attendant for your father's medical treatment under the following terms & conditions:

- 1) You shall bear all the expenses related to the proposed visit. There will be no financial involment of The Government of the People's Republic of Bangladesh or Sonali Bank PLC.
- 2) The sanctioned leave will be adjusted from your earned leave.
- 3) Overstaying beyond the sanctioned period is strictly prohibited.
- 4) This sanction letter shall be remain valid for a period of 03 (three) months from the date of issuance.

(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 (In charge), Sonali Bank PLC, General Manager's Office, Rajshahi.
2. Deputy General Manager, Sonali Bank PLC, Principal Office, Pabna is requested to send joining report of the concerned officer mentioning the actual date of leave availed. In pursuance of the recommendation of General's Manager's Office, Rajshahi and approval of competent authority BIPLOB HOSSAIN (G-59498), Officer Cash shall take over the official responsibilities temporarily in addition to his current assignment during the leave period of KHALID HOSAN KHAN (G-53293).
3. Assistant General Manager, Sonali Bank PLC, Ishwardi Branch, Pabna.
4. Immigration Officer, All International Airport/ Land port, Bangladesh.
5. Web Portal Copy/ Office Copy/ Master Copy.

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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