



Sonali Bank PLC
Credible and Smart



NO. HRMD/OMD/SEC-2/(PF-16616)/7679

Date: 08 October, 2026

MD SAFIQUUL ISLAM (G-40172)
Passport No- A13034848
Principal Officer (Joint Custodian General)
Sonali Bank PLC
Munshiganj Branch
Munshiganj, Bangladesh.

Subject: Sanction of 15 days' leave (outside Bangladesh) with full pay to visit India.

Dear Sir,

Please refer to the letter no. 2734 dated 23 September, 2026 of Sonali Bank PLC, General Manager's Office, Dhaka South, Dhaka on the captioned subject.

We have the pleasure to advise you that in consideration of your application and the recommendation of Sonali Bank PLC, General Manager's Office, Dhaka South, Dhaka, the competent Authority has sanctioned you 15 days' leave (outside Bangladesh) including transit period and government/ weekly holidays from 09 October, 2026 or afterwards from the date of availing with permission to visit India as medical attendant under the following terms & conditions:

Terms & Conditions:

1. You will bear all expenses of the visit. There will be no financial involvement of Sonali Bank PLC & Government of the People's Republic of Bangladesh.
2. The period of travelling will be adjusted from earned leave.
3. Over stay will not be allowed.
4. This sanction letter will remain valid for 03 (three) months from the date of issuance.
5. During the leave period, Mr. A.K.M Raysul Islam Ratan (G-43310), Principal Officer, Sonali Bank PLC, Munshiganj Branch, Munshiganj will take over the charges and perform the role of Joint Custodian (General) of Munshiganj Branch, Munshiganj temporarily.

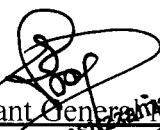
Yours Faithfully,

Sd/-

(Shamsuzzaman Talukder)
Assistant General Manager

Copy forwarded for kind information & necessary action to:

01. General Manager (Incharge), Sonali Bank PLC, General Manager's Office, Dhaka South, Dhaka.
02. Deputy General Manager, Sonali Bank PLC, Principal Office, Munshiganj.
03. Mr. A.K.M Raysul Islam Ratan (G-43310), Principal Officer, Sonali Bank PLC, Munshiganj Branch, Munshiganj; he will take over the charges and perform the role of Joint Custodian (General) of Munshiganj Branch, Munshiganj temporarily during the sanctioned leave period of Mr. Md. Safiqul Islam.
04. Immigration Officer, All Airports/ All Landports, Bangladesh.
05. EDP Copy (To upload the letter on Bank's website).


Assistant General Manager
Sonali Bank PLC
HRMD (SEC-2) Dhaka.