Sonali Bank PLC
Credible and Smart

No. HRMD/SEC-5/Abroad_ India/SOC-9819/8499 Date: 05/11/2026

MD MONJURUL ALAM
Index No. G-39590
Senior Officer Cash
Passport No: A09820347
Sonali Bank PLC
Principal Office, Jhenaidah,
Bangladesh.

Sanction of 30 (Thirty) days leave (Outside Bangladesh) with full pay to visit India as attendant for Mother's treatment.

Dear Sir

We have the pleasure to advise that, in consideration of your application and recommendation of Sonali Bank PLC, General Manager's Office, Jashore vide their letter no. 1371, dated 19/10/2026 the competent authority has approved 30 (Thirty) days leave (Outside Bangladesh) with full pay from the date of availing the leave (including travel time/weekly holidays or government holidays) to visit India for treatment under the following terms & conditions:

1) You shall bear all the expenses related to the proposed visit. There will be no financial involvement 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 3 (three) months from the date of issuance.

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, Jashore.
2. Deputy General Manager, Sonali Bank PLC, Principal Office, Jhenaidah. Please send the joining report of the related officer specifying the date of leave availed. In pursuance of the recommendation of General's Manager's Office, Jashore and approval of competent authority, Md. Mehedi Hasan (G-41610), Principal Officer shall take over the official responsibilities temporarily in addition to his current assignment during the leave period of Md. Monjurul Alam (G-39590).
3. Immigration Officer, All International Airport/Land port, Bangladesh.
4. Web Portal Copy/Office Copy/Master Copy.

05-11-2026
Assistant General Manager

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

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