



MEMORANDUM

Subject: Sanction of 30 days leave (outside Bangladesh) with full pay to visit India.

Human Resource Management Division (Section-1), Sonali Bank PLC, Head Office, Dhaka vide their letter No. HRMD/SEC-3/PF/SO-27221/5297, Dated: 17.08.2026 has sanctioned 30 days leave with full pay (outside Bangladesh) including transit period and government/weekly holidays from the date of availing with a permission to visit India in favour of Mr. Abu Sayed (G-49731), Senior Officer, Sonali Bank PLC, General Manager's Office, Khulna, under the following terms & conditions:-

1. He has to bear all expenses of the proposed visit.
2. There will be no financial involvement of Sonali Bank PLC & Government of Bangladesh.
3. Over stay in abroad will not be allowed.
4. This sanction letter will remain valid for 03 (Three) months from 17.08.2026.

Abu Sayed (G-49731)
Passport no: A 09793176
Senior Officer
Sonali Bank PLC.
General Manager's Office, Khulna.
Bangladesh.

Sd: /-
(Ghazi Al-Beruni)
Deputy General Manager

Mr. Rabban Al
1/9

ইনফরমেশন টেকনোলজি ডিভিশন (বিজনেস আইটি)	
খোঁজা নিয়ে পিএফসি, প্রথম কার্যকর মাস।	
নং	১৬০৪৩/১৮/২৬
তারিখ	১৮/৮/২৬
এজিএম	Mr. Siddique
☐ অসম্মত ☒ প্রয়োজনীয় স্বাক্ষর দিন। ☐ নোট উপস্থাপন করুন। ☐ ড্রাং নিন/ক্যান্সেল টক: প্রেরা করুন। ☐ তথ্যসমূহ করুন/নিষিদ্ধ করুন। ☐ ফলোআপ করুন। ☐ সকলকে অবহিত করুন।	
ডেপুটি জেনারেল ম্যানেজার	

Copy forwarded for kind information & necessary action to:

01. General Manager, Sonali Bank PLC, General Manager's Office, Khulna.
02. Deputy General Manager, Human Resource Management Division (Section-3), Sonali Bank PLC, Head Office, Dhaka.
03. Deputy General Manager, Information Technology Division (Business IT), Sonali Bank PLC, Head Office, Dhaka.
04. Immigration Officer, All Airports/All Landports, Bangladesh.
05. Personal File.
06. Office Copy.

Deputy General Manager (Incharge).