Sonali Bank PLC.

Credible and Smart

No.GMO/HRMD/LOB /

Dated:25.10.2026.

MEMORANDUM

Subject: Sanction of 20 (Twenty) days' leave (outside Bangladesh) with full pay to visit India for Medical Treatment.

Human Resource Management Division (Section-2), Sonali Bank PLC, Head Office, Dhaka vide their letter No. HRMD/OMD/SEC-2/PF-(16787)/8017, Dated: 05.10.2026 has sanctioned 20(Twenty) 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 for medical treatment in favour of Mr. MD Gias Uddin Khan (G-40702), Principal 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 the People's Republic of Bangladesh.
3. The period of travelling will be adjusted from earned leave.
4. Over stay in abroad will not be allowed.
5. This sanction letter will remain valid for 03 (Three) months from 05.10.2026.

MD Gias Uddin Khan (G-40702)
Passport no: A 09660212
Principal Officer
Sonali Bank PLC.
General Manager's Office, Khulna.
Bangladesh.

Mr. Rabbani (PO) 05.11.2026

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

Copy forwarded for kind information & necessary action to:

01. Deputy General Manager, Human Resource Management Division (Section-2), Sonali Bank PLC, Head Office, Dhaka.
02. Deputy General Manager, Information Technology Division (Business IT), Sonali Bank PLC, Head Office, Dhaka.
03. Immigration Officer, All Airports/All Landports, Bangladesh.
04. Personal File.
05. Office Copy.

25.10.26

Deputy General Manager