Sonali Bank PLC.

Credible and Smart

No.POK/HRMD/LOB / 1841 Dated:27.09.2026.

MEMORANDUM

Subject: Sanction of 60 (Sixty) days leave (outside Bangladesh) with full pay to visit India as medical attendant: Sohag Kabiraj (G-43658), Senior Principal Officer, Sonali Bank PLC, Dumuria Branch, Khulna, Bangladesh.

Human Resource Management Division (Sec-1), Sonali Bank PLC, Head Office, Dhaka vide their letter No.HRMD/OMD/SEC-1/7840, Dated: 24 September, 2026 has sanctioned 60 (Sixty) days leave (outside Bangladesh) in favour of Sohag Kabiraj (G-43658), Senior Principal Officer, Dumuria Branch, Khulna, with full pay including transit period and government/ weekly holidays from the date of availing with permission to visit India as medical attendant under the following terms & conditions:-

1. He will bear all expenses of the visit. There will be no financial involvement of Sonali Bank PLC/ Govt. 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 24.09.2026.

Sohag Kabiraj (G-43658)
Passport No. A09151113
Senior Principal Officer
Sonali Bank PLC.
Dumuria Branch
Khulna, Bangladesh.

ইনফরমেশন টেকনোলজি ডিভিশন
(বিজনেস আইটি)
সোনালী ব্যাংক পিএলসি, প্রধান কার্যালয়, ঢাকা।
নং 2646 তারিখ 28/9/26
এজিএম
Mr. Siddique
Mr. Rabbani, PO
○ আলাপ করুন।
○ প্রয়োজনীয় ব্যবস্থা নিন।
○ নোট উপস্থাপন করুন।
○ জবাব দিন/কাঙ্খিত তথ্য প্রেরণ করুন।
○ ডায়ারাইজ করুন/নথিভুক্ত করুন।
○ ফলোআপ করুন।
○ সকলকে অবহিত করুন।
29/9
15/10

Yours Faithfully
Sd/-
(Most. Dilafroz)
Assistant General Manager.

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 (Sec-1), Sonali Bank PLC, Head Office, Dhaka.
03. Deputy General Manager, Information Technology Division (Business IT), Sonali Bank PLC, Head Office, Dhaka.
04. Assistant General Manager (Incumbent), Sonali Bank PLC, Dumuria Branch, Khulna with a request to send us the joining report of the above officer specifying the tenure of leave availed.
05. Immigration Officer, All Airports/ All Landports, Bangladesh.
06. Personal File.
07. Office Copy.

Assistant General Manager