



**Sonali Bank PLC**  
*Credible and Smart*



NO. HRMD/OMD/SEC-2/(PF-25853)/7683

Date: 06 October, 2026

SAKINUZZAMAN (G-48377)

Passport No. A11931508

Principal Officer

Sonali Bank PLC

Principal Office

Naogaon, Bangladesh.

**Subject: Sanction of 30 days' leave (outside Bangladesh) with full pay to visit India for Medical Treatment.**

Dear Sir,

Please refer to the letter no. 3153 dated 02 September, 2026 of Sonali Bank PLC, General Manager's Office, Rajshahi 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, Rajshahi, the competent Authority has sanctioned you 30 days' leave (outside Bangladesh) including transit period and government/ weekly holidays from the date of availing with permission to visit India for medical treatment 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.

Yours Faithfully,

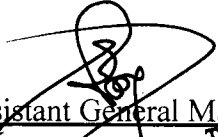
Sd/-

(Shamsuzzaman Talukder)

Assistant General Manager

**Copy forwarded for kind information & necessary action to:**

01. General Manager (Incharge), Sonali Bank PLC, General Manager's Office, Rajshahi.
02. Deputy General Manager, Sonali Bank PLC, Principal Office, Naogaon with a request to send us the related joining report of the above officer specifying the date of leave availed.
03. Immigration Officer, All Airports/ All Landports, Bangladesh.
04. EDP Copy (To upload the letter on Bank's website).

  
Assistant General Manager  
Shamsuzzaman Talukder  
Assistant General Manager  
Sonali Bank PLC  
HRMD (SEC-1/2), HO, Dhaka.