Sonali Bank PLC
Credible and Smart

No. HRMD/SEC-5/Abroad_India/SOC-11404/8495

Date: 01/11/2026

TAPATI RANI BALA
Index No. G-44331
Senior Officer Cash
Passport No: A08712021
Sonali Bank PLC
N. C. T. B. Branch, Dhaka,
Bangladesh.

Sanction of 30 (Thirlty) days leave (Outside Bangladesh) with full pay to visit India for 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, Dhaka-Central, Dhaka vide their letter no. 2829, dated 07/10/2026 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

01-11-2026
(Kazi Arif Iqbal)
Assistant General Manager

KAZI ARIF IQBAL
Assistant General Manager, (G-37323)
HRMD, Section-5, 6, 7 & 8
Sonali Bank PLC
Head Office, Dhaka.

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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, Dhaka-Central, Dhaka.
2. Deputy General Manager, Sonali Bank PLC, Principal Office, Dhaka-Central, Dhaka. Please send the joining report of the related officer specifying the date of leave availed.
3. Assistant General Manager, Sonali Bank PLC, N. C. T. B. Branch, Dhaka. In pursuance of the recommendation of General's Manager's Office, Dhaka-Central, Dhaka and approval of competent authority, Sabiha Sultana (G-47834), Senior Officer Cash sha'l take over the official responsibilities temporarily in addition to her current assignment during the leave period of Tapati Rani Bala (G-44331).
4. Immigration Officer, All International Airport/Land port, Bangladesh.
5. Web Portal Copy/Office Copy/Master Copy.

01.11.2026
Assistant General Manager

KAZI ARIF IQBAL
Assistant General Manager, (G-37323)
HRMD, Section-5, 6, 7 & 8
Sonali Bank PLC
Head Office, Dhaka.