



No.HRMD/SEC-3/PF/SO-26393/1367

Date: 25 February 2025

MD ABDUS SATTAR (G-48871)
Passport No. A02000752
Assistant Engineer (IT)
Information Technology Division
(Infrastructure IT)
Sonali Bank PLC.
Head Office, Dhaka
Bangladesh.

**Subject : Sanction of 10 (Ten) days' leave (Outside Bangladesh) with full pay
for medical treatment in Thailand.**

Dear Sir

We have the pleasure to advise that in consideration of your application and recommendations of Information Technology Division (Infrastructure IT), Sonali Bank PLC. Head Office, Dhaka, vide their letter no-96 dated 21 January 2025 the authority has sanctioned 10 (Ten) days' leave outside Bangladesh with full pay including transit period and government/weekly holidays from the date of avail with permission for medical treatment in Thailand under the following terms and conditions:

- (1) You will have to bear all expenses for the proposed visit;
- (2) There will be no financial involvement of Sonali Bank PLC./Government of Bangladesh;
- (3) Staying abroad over the sanctioned leave will not be allowed; and
- (4) This sanction letter is valid for 03 (three) months from the date of issue


Yours faithfully

Sd -

(Masud Ahmed Khan)
Assistant General Manager

Copy forwarded for kind information & necessary action:

01. Deputy General Manager, Information Technology Division (Infrastructure IT), Sonali Bank PLC. Head Office, Dhaka. They are requested to send his joining report after avail of leave.
02. Immigration Officer, All International Airports/Landports of Bangladesh.
03. Master Copy /Personal File/ Office Copy.


Assistant General Manager
Human Resource Management Division
Sonali Bank PLC
Head Office, Dhaka.

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| www: sonalibank.com.bd | Human Resource Management Division (Sec-3) Head Office, Motijheel C/A.Dhaka-1000. Bangladesh. Phone : 88-02-223385529 E-Mail:l. dgmhrmd@sonalibank.com.bd, | Hot Line: 16639 Overseas+8809610016639 |
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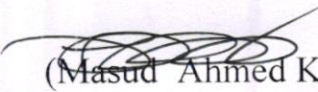
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