



# Sonali Bank PLC

*Credible and Smart*

NO. HRMD/OMD/SEC-1/ 9342

Dated : 01 December 2024

Md Abdus Sattar (34464)  
Assistant General Manager  
Information Technology Division  
(IT Procurement and Maintenance)  
Sonali Bank PLC  
Head Office  
Dhaka, Bangladesh.

**Subject: Sanction of 15 days leave (outside Bangladesh) with full pay to visit India for medical treatment.**

Dear Sir,

Please refer to the letter no. 1914 dated 11 November 2024 of Information Technology Division (IT Procurement and Maintenance), Sonali Bank PLC, Head Office, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and divisional recommendation, the Authority has sanctioned 15 days leave (outside Bangladesh) including transit period and government/ weekly holidays from the date of availing with a permission to visit India for medical treatment under the following terms & conditions:

**Terms & Conditions :**

1. You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank PLC & Government of Bangladesh.
2. The Period of traveling will be adjusted from earned leave.
3. Over stay in abroad will not be allowed.
4. This sanction letter will remain valid for 03 (three) months from the date of issue.

Yours Faithfully,

Sd/-

(Mostak Ahmed)

Assistant General Manager

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

01. The Deputy General Manager, Information Technology Division (IT Procurement and Maintenance), Sonali Bank PLC, Head Office, Dhaka with a request to send us the related joining report of the above Executive specifying the Tenure of leave availed.
02. Immigration Officer, All Airports/All Landports, Bangladesh.
03. EDP Copy (To upload the letter on Bank's website).

Assistant General Manager

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