



SONALI BANK PLC
Credible and Smart

NO.HO/HRMD/OMD/SEC-2/(PF-16413)/1725

Date : 11 March, 2025

NUSAIBA SIDDIKA (G-40905)
(Passport No-A 03811864)
Principal Officer
Information Technology Division
(IT Procurement & Maintenance)
Sonali Bank PLC
Head Office, Dhaka
Bangladesh.

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

Dear Sir,

Please refer to the letter no 302 dated 20 February, 2025 of Information Technology Division (IT Procurement & Maintenance), Sonali Bank PLC, Head Office, Dhaka on the captioned subject.

We have the pleasure to advise you that in consideration of your application and recommendation of Information Technology Division (IT Procurement & Maintenance), Sonali Bank PLC, Head Office, Dhaka, the Authority has sanctioned 15 (Fifteen) 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:-

- 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 travelling will be adjusted from earned leave.
- 3) Staying abroad over the sanctioned leave is strictly prohibited.
- 4) This sanctioned letter will remain valid for 03(Three) months from the date of issue.

Yours faithfully,

Sd/-

(Mostak Ahmed)
Assistant General Manager
Phone: +8802223385529

Copy forwarded for kind information & necessary action to :-

01. Deputy General Manager, Information Technology Division (IT Procurement & Maintenance), Sonali Bank PLC, Head Office, Dhaka with a request to send us the related joining report of the above officer specifying the date of leave availed.
02. Immigration Officer, All Airports/All Land Ports Bangladesh.
03. Website Copy.

Assistant General Manager

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

www.sonalibank.com.bd

Human Resource Management Division, Officer Management Department
(Section-2), Head Office: 35-42, 44 Motijheel C/A, Dhaka-1000.
Phone: 02-223384515, 02-223385529, Ext-3233, 3241
E-mail : dgmrmd@sonalibank.com.bd, sbpmd2@sonalibank.com.bd

Hot Line:16639
From Abroad :
+8809610016639