



**SONALI BANK PLC**  
*Credible and Smart*

NO.HO/HRMD/OMD/SEC-2/(PF-16413)/8908

Dated : 20 NOVEMBER, 2024

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 for Medical Treatment in India.

Dear Sir,

Reference may please be made to the letter No.1862 dated the 31 October, 2024 of Information Technology Division (IT Procurement & Maintenance), Sonali Bank PLC, Head Office, Dhaka on the captioned subject.

We have to advise 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 a permission for Medical Treatment in India under the following terms & conditions:-

- You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank PLC/Government of Bangladesh.
- The Period of travelling will be adjusted from earned leave.
- Staying abroad over the sanctioned leave is strictly prohibited.
- 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:-

- 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.
- Immigration Officer, All Airports/All Land Ports Bangladesh.
- Website Copy.

Assistant General Manager

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

www: [sonalibank.com.bd](http://sonalibank.com.bd)

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