



সোনালী ব্যাংক পিএলসি

বিশ্বস্তায় সেবা-সেবায় স্মার্ট

NO.HRMD/OMD/SEC-1/ 7994

Dated : 10 October 2023

Mohammad Faruq Ahmed (37806)  
Senior Principal Officer  
Information Technology Division  
(IT Procurement & Maintenance)  
Sonali Bank PLC  
Head Office  
Dhaka, Bangladesh.

**Subject: Sanction of 20 days leave (outside Bangladesh) with full pay to visit  
India for medical treatment.**

Dear Sir,

Please refer to the letter no. 1552 dated 13 September 2023 of Information Technology Division (IT Procurement & Maintenance), Sonali Bank PLC, Head Office, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and the recommendation of Information Technology Division (IT Procurement & Maintenance), the Authority has sanctioned 20 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 05 November 2023 or 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 travelling 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,

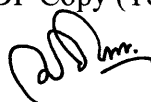
Sd/-

(Mostak Ahmed)

Assistant General Manager

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

01. The Deputy General Manager, Information Technology Division (IT Procurement & Maintenance), Sonali Bank PLC. Head Office, Dhaka, with a request to send us the related joining report of the above officer 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.