



Sonali Bank PLC

Credible and Smart

NO.HRMD/OMD/SEC-1/ 1490

Dated : 14 February 2024

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

**Subject: Sanction of 30 days leave (outside Bangladesh) with full pay to visit
India for medical treatment.**

Dear Sir,

Please refer to the letter no. 124 dated 21 January 2024 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 30 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 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.