



**Sonali Bank PLC.**

*Credible and Smart*

No.HRMD/SEC-3/PF/SO-26393/9957

Date: 18 December 2023

MD ABDUS SATTAR (G-48871)

Passport No. A02000752

Assistant Engineer (IT)

Information Technology Division

(Infrastructure IT)

Sonali Bank PLC.

Head Office, Dhaka

Bangladesh.

**Subject : Sanction of 15 (Fifteen) days' leave (Outside Bangladesh) with full pay for medical treatment in Thailand.**

Dear Sir

We have the pleasure to advise that in consideration of your application and recommendations of Information Technology Division (Infrastructure IT), Sonali Bank PLC. Head Office, Dhaka, vide their letter no-834 dated 16 november 2023 the authority has sanctioned 15 (Fifteen) days' leave outside Bangladesh with full pay including transit period and government/weekly holidays from the date of avail with permission for medical treatment in Thailand under the following terms and conditions:

- (1) You will have to bear all expenses for the proposed visit;
- (2) There will be no financial involvement of Sonali Bank PLC./Government of Bangladesh;
- (3) Staying abroad over the sanctioned leave will not be allowed; and
- (4) This sanction letter is valid for 03 (three) months from the date of issue

Yours faithfully

(Masud Ahmed Khan)

Assistant General Manager

**Masud Ahmed Khan**  
Assistant General Manager  
Human Resource Management Division  
**Sonali Bank PLC**  
Head Office, Dhaka.

Human Resource Management Division(Sec-3)

Head Office, Motijheel C/A. Dhaka-1000. Bangladesh.

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Yours faithfully

Sd -

(Masud Ahmed Khan)

Assistant General Manager

Copy forwarded for kind information & necessary action:

01. Deputy General Manager, Information Technology Division (Infrastructure IT), Sonali Bank PLC. Head Office, Dhaka. They are requested to send his joining report after avail of leave.
02. Immigration Officer, All International Airports/Landports of Bangladesh.
03. Master Copy /Personal File/ Office Copy.

Masud Ahmed Khan  
Assistant General Manager  
Human Resource Management Division  
Sonali Bank PLC  
Head Office, Dhaka.

Human Resource Management Division(Sec-3)  
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