



**SONALI BANK PLC**

*Credible and Smart*

NO.HO/HRMD/OMD/SEC-2/(PF-16413)/4964

Date : 03 August, 2025

NUSAIBA SIDDIKA (G-40905)

(Passport No- A03811864)

Principal Officer

Information Technology Division

(IT Procurement & Maintenance)

Sonali Bank PLC

Head Office, Dhaka

Bangladesh.

Subject : Sanction of 10 (Ten) days' leave (Outside Bangladesh) with half pay to visit India for Medical Treatment.

Dear Sir,

Please refer to the letter no 914 dated 09 July, 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 10 (Ten) 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:-

- a) You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank PLC/ Government of People's Republic of Bangladesh.
- b) The period of travelling will be adjusted from earned leave.
- c) Staying abroad over the sanctioned leave is strictly prohibited.
- d) 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 as well as Central Accounts Division (Payment), Sonali Bank PLC, Head Office, Dhaka 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.

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