



SONALI BANK PLC
Credible and Smart

NO. HRMD/OMD/SEC-2/(PF-16413)/ 8383

Date: 7 October, 2026

NUSAIBA SIDDIKA (40905)
Passport No. A03811864
Principal Officer
Information Technology Division
(IT Procurement & Maintenance)
Sonali Bank PLC
Head Office
Dhaka, Bangladesh.

Subject: Sanction of 05 (Five) months' leave (outside Bangladesh) with half pay to visit India for Medical Treatment.

Dear Sir

Please refer to the letter no. 1235 dated 22 September, 2026 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 the recommendation of Information Technology Division (IT Procurement & Maintenance), Sonali Bank PLC, Head Office, Dhaka, the competent Authority has sanctioned you 05 (Five) Months' leave (outside Bangladesh) with half pay 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:

Terms & Conditions:

1. You will bear all expenses of the visit. There will be no financial involvement of Sonali Bank PLC & Government of the People's Republic of Bangladesh.
2. The period of travelling will be adjusted from earned leave.
3. Over stay will not be allowed.
4. This sanction letter will remain valid for 03 (three) months from the date of issuance.

Yours Faithfully,

Sd/-

(Shamsuzzaman Talukder)
Assistant General Manager

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 the related joining report of the above officer specifying the date of leave availed.
02. Deputy General Manager, Central Accounts Division (Payment), Sonali Bank PLC, Head Office, Dhaka.
03. Immigration Officer, All Airports/ All Landports, Bangladesh.
04. EDP Copy (To upload the letter on Bank's website).

Assistant General Manager

Shamsuzzaman Talukder

Assistant General Manager

Sonali Bank PLC

www.sonalibank.com.bd

HRMD (SEC-2), Head Office

Human Resource Management Division, Officer Management Department

Section-2), Head Office: 35-42, 44 Motijheel C/A, Dhaka-1000.

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