



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION  
OFFICER MANAGEMENT DEPARTMENT

(SECTION-2)

Head Office, Dhaka-1000, Bangladesh.

Phone: +8802-9550426-34

Fax: +88-02-9561409

E-mail: dgmhrmd@sonalibank.com.bd

Deputy General Manager

+8802-9564515

NO.HRMD/OMD/SEC-2/(PF-14113)/

**SUMON SAHA (C-37265),**  
(Passport No-OC 5097700)  
Principal Officer  
Sonali Bank Limited  
Phultala Branch, Khulna  
Bangladesh.

ইনফরমেশন টেকনোলজি ডিভিশন (বিজনেস আইটি) সোনালী ব্যাংক লিমিটেড প্রধান কার্যালয়, ঢাকা
তারিখ: 16.10.18 নম্বর: 603/18
এজিএম-১/৩, এপিও/সি প্রোগ্রামার/সিস্টেম এনালিস্ট
১. উপস্থাপন করণ ২. অনুমোদন করণ ৩. প্রেরণ জরুরি দিন ৪. সর্টিফিকেশন করণ ৫. প্রয়োজনীয় কাগজাদান ৬. ....দিনের মধ্যে সম্পাদন করণ
ডেপুটি জেনারেল ম্যানেজার

Dated : 15 OCTOBER, 2018

**Subject : Sanction of 20 days leave (Outside Bangladesh) with full pay to visit in India.**

Dear Sir,

Reference may please be made to the letter No. 4172 dated the 25 July, 2018 of General Manager's Office, Khulna on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Khulna the authority has sanctioned 20 days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit in India under the following terms & conditions:-

- You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited/Government of Bangladesh.
- This sanctioned leave will be treated as Leave outside Bangladesh.
- Staying abroad over the sanctioned leave is strictly prohibited.
- This sanctioned letter will remain valid for 03(three) months from the date of issue.

Yours faithfully,

Sd/-

(Md. Nurullah Khan)

Assistant General Manager

Phone: +8802-9551121

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

- General Manager, Sonali Bank Limited, General Manager's Office, Khulna.
- Deputy General Manager, Information Technology Division (Business IT), Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the Leave (Outside Bangladesh) sanction letter in the Bank's website.
- Deputy General Manager, Sonali Bank Limited, Principal Office, Khulna.
- Manager, Sonali Bank Limited, Phultala Branch, Khulna.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.

Assistant General Manager

Md. Nurullah Khan  
Assistant General Manager  
Human Resources Mgt. Division  
Sonali Bank Limited  
Head Office, Dhaka.