



সোনালী ব্যাংক লিমিটেড  
SONALI BANK LIMITED

Head Office  
Motijheel  
Dhaka, Bangladesh.

Human Resource Management Division  
Officer Management Department(Section-1)  
e-mail : dgmhrmd@sonalibank.com.bd  
☎ : +8802-9564515 DGM, 9551121 AGM.

NO.HRMD/OMD/SEC-1/16304

Dated : 27 December, 2018

Ms. Mosammat Karimunnisa (G-36185)  
Senior Principal Officer  
Risk Management Division  
Sonal Bank Limited  
Head Office  
Dhaka, Bangladesh.

Dear Sir,

**Subject: Sanction of 15 days outside Bangladesh leave with full pay to visit India.**

Reference may please be made to the letter no. 670 dated 06 November, 2018 of Risk Management Division, Sonali Bank Limited, Head Office, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and divisional recommendation, the authority has sanctioned 15 days outside Bangladesh leave including transit period and government/weekly holidays from 15 January, 2019 or then thereafter from the date of availing with a permission to visit India under the following terms & conditions:

**Conditions :**

1. You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited & Government of Bangladesh.
2. The Period of traveling 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/-

(Md. Nurullah Khan)  
Assistant General Manager

**Copy forward for kind information & necessary action to:**

01. The Deputy General Manager, Risk Management Division, Sonali Bank Limited, Head Office, Dhaka, with a request to send us the related joining report of the above Officer specifying the date of leave availed.
02. The Deputy General Manager, Information Technology Division (Business IT), Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the letter in the Bank's website.
03. Immigration Officer, All Airports/All Landports, Bangladesh.

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



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