



সোনালী ব্যাংক লিমিটেড  
SONALI BANK LIMITED

Head Office  
Motijheel  
Dhaka, Bangladesh.

Human Resource Management Division  
Officer Management Department(Section-1)  
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4862

NO.HRMD/OMD/SEC-1/16310

Dated : 27 December, 2018

Mr. A B M Ashafuddullah (C-36646)  
Senior Principal Officer  
Sonali Bank Limited  
Prime minister's Office Corporate Branch  
Dhaka, Bangladesh.

Dear Sir,

Subject : **Sanction of 30 days outside Bangladesh leave with full pay to visit India.**

Reference may please be made to the letter no. 6271 dated 11 December, 2018 of Sonali Bank Limited, General Manager's Office, Dhaka-1, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, the authority has sanctioned 30 days outside Bangladesh leave including transit period and government/weekly holidays 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 General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-1, Dhaka.
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. The Deputy General Manager, Sonali Bank Limited, Primeminister's Office Corporate Branch, Dhaka, with a request to send us the related joining report of the above officer specifying the date of leave availed.
04. Immigration Officer, All Airports/All Landports, Bangladesh.

Assistant General Manager

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