



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office

Motijheel

Dhaka, Bangladesh.

Human Resource Management Division

Officer Management Department(Section-1)

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31.12.18

48/16

Dated : 27 December, 2018

NO.HRMD/OMD/SEC-1/16303

Mr. Khondaker Mahmudun Nabi (G-35895)
Senior Principal Officer
Sonali Bank Limited
Ramna Corporate Branch
Dhaka, Bangladesh.

Dear Sir,

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

Reference may please be made to the letter no.1792 dated 06 December, 2018 of Sonali Bank Limited, Ramna Corporate Branch, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and recommendation of Ramna Corporate Branch, 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 Thailand 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, Ramna Corporate Branch, 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, Bangladesh.

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