



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office

Motijheel

Dhaka, Bangladesh.

Human Resource Management Division

Officer Management Department(Section-1)

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06/05/2019

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NO. HRMD/OMD/SEC-1/200

Mr. Md. Nazrul Islam (G-34601)
Assistant General Manager (Incumbent)
Sonal Bank Limited
Rajshahi Corporate Branch
Rajshahi, Bangladesh.

Asst. General Manager
Mr. Partha, Engg. (IT)
P.S. R.
07/01/2019

Dear Sir,

Subject : **Sanction of 20 days outside Bangladesh leave with full pay to visit India .**

Reference may please be made to the letter no. 4765 dated 11 December, 2018 of Sonali Bank Limited, General Manager's Office, Rajshahi 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 20 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.

As per approval of the authority Mr. Md. Monirul Islam, Senior Principal Officer, Sonali Bank Limited, Rajshahi Corporate Branch, Rajshahi will take over the charges of the branch temporarily during your sanctioned leave period.

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, Rajshahi, with a request to send us the related joining report of the above Executive 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. The Assistant General Manager (Incumbent), Sonali Bank Limited, Rajshahi Corporate Branch, Rajshahi.
04. Mr. Md. Monirul Islam, Senior Principal Officer, Sonali Bank Limited, Rajshahi Corporate Branch, Rajshahi.
05. 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.