



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office

Motijheel

Dhaka, Bangladesh.

Human Resource Management Division

Officer Management Department (Sec-1)

e-mail : dgmhrmd@sonalibank.com.bd

+8802-9564515 DGM, 9551121 AGM.

NO. HRMD/OMD/SEC-1/10020

Mr. Sarker Tariq Ahmed
Chief Security Officer
Security and Protocol Division
Sonali Bank Limited
Head Office
Dhaka, Bangladesh.

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| উপস্থাপন করণ |
| আমল করণ |
| স্বাক্ষর |
| ১. উপস্থাপন করণ |
| ২. আমল করণ |
| ৩. স্বাক্ষর |
| ৪. নথিভুক্ত করা |
| ৫. প্রয়োজিত প্রতিক্রিয়া |
| ৬.বিস্তারিত প্রতিক্রিয়া |

ডেপুটি জেনারেল ম্যানেজার

Dated : 29 August, 2019

Mr. Shihab, SO.

Sir,

Subject : **Sanction of 06 days outside Bangladesh leave to visit India & Bhutan.**

Reference may please be made to the letter no. 237 dated 29 July, 2019 of Security and Protocol Division, Sonali Bank Limited, Head Office, Dhaka on the captioned subject.

We have the pleasure to advise you that in consideration of your application and Divisional recommendation, the Board of Directors of Sonali Bank Limited in their 646th meeting held on 07 August, 2019 has sanctioned 06 days outside Bangladesh leave without pay including transit period from the date of availing after ensuring sufficient security of bank with a permission to visit India & Bhutan as medical attendant of your parent 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 Sanctioned 06 days leave (Outside Bangladesh) will be considered as leave without pay.
- 3) Over stay in abroad will not be allowed.
- 4) After ensuring sufficient security of bank you will avail the outside Bangladesh leave without pay.
- 5) 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, CEO & Managing Director's Secretariat,, Sonali Bank Limited, Head Office, 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, Central Accounts Division (Payment), Sonali Bank Limited, Head Office, Dhaka.
04. The Chief Security Officer, Security and Protocol Division, Sonali Bank Limited, Head Office, Dhaka.
05. 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.