



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

Phone : 9564515 DGM, 9551121 AGM.

NO. HRMD/OMD/SEC-1/495

৩০/১২/১৮ ১৪২

Dated : 09 January, 2019

Mr. Md. Mahbubor Rahman (G-28433)

Deputy General Manager

Rural Credit Division

Sonali Bank Limited

Head Office

Dhaka, Bangladesh.

*Mr. Rahman, 18 Jan, AGM (HR)*  
*Mr. Partha, Engr (IT)*  
*P.S. R*  
*10/01/2019*

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. 1947 dated 20 December, 2018 of Rural Credit 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 615th meeting held on 08 January, 2019 has sanctioned 15 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.

As per approval of the authority Ms. Protiva Rani Sarker, Assistant General Manager, Rural Credit Division & Mr. Md. Abdul Mannan, Assistant General Manager, Micro Credit Division, Head Office, Dhaka will take over the charges of the Rural Credit Division & Micro Credit Division temporarily during your leave period.

Yours Faithfully,

Sd/-

(Md. Nurullah Khan)

Assistant General Manager

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

01. The General Manager, Rural Credit Division, Sonali Bank Limited, Head Office, Dhaka, 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. Ms. Protiva Rani Sarker, Assistant General Manager, Rural Credit Division, Sonali Bank Limited, Head Office, Dhaka.
04. Mr. Md. Abdul Mannan, Assistant General Manager, Micro Credit 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.