



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office

Motijheel

Dhaka, Bangladesh.

Human Resource Management Division

Officer Management Department(Section-1)

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NO.HRMD/OMD/SEC-1/3208

Dated : 14 March, 2019

Mr. Md. Nasir Haider (G-25990)
Senior Principal Officer (Manager)
Sonali Bank Limited
Motihar Branch
Rajshahi, Bangladesh.

ইনফরমেশন টেকনোলজি ডিভিশন (বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, প্রকৌশল কার্যালয়, ঢাকা।
তারিখ: 21/03/2019
ক্রমিক নং: ১/৩২০৮
১. উপস্থাপন কর্তব্য
২. অনুমোদন কর্তব্য
৩. প্রমিত কর্তব্য
৪. নথি স্বাক্ষর কর্তব্য
৫. প্রকৌশল কার্যালয় সিনিয়র ম্যানেজার কর্তব্য
৬. প্রকৌশল কার্যালয় সিনিয়র ম্যানেজার কর্তব্য
MR
ডেপুটি জেনারেল ম্যানেজার

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. 860 dated 20 February, 2019 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 15 days outside Bangladesh leave including transit period and government/weekly holidays 18 March, 2019 or 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. Zakir Hossain (C-42396), Principal Officer, Sonali Bank Limited, Motihar 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.
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, Principal Office, Rajshahi, with a request to send us the related joining report of the above officer specifying the date of leave availed.
04. The Manager, Sonali Bank Limited, Motihar Branch, Rajshahi.
05. Mr. Md. Zakir Hossain (C-42396), Principal Officer, Sonali Bank Limited, Motihar Branch, Rajshahi.
06. Immigration Officer, All Airports/All Landports, Bangladesh.

Assistant General Manager