



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-1/3445

Mr. Mohammad Abdul Muttalib (G-27454)
Deputy General Manager
Sonali Bank Limited
Principal Office
Gazipur, Bangladesh.

Sir,

Subject : **Sanction of 10 days outside Bangladesh leave with full pay to visit Nepal & Bhutan.**

ইনকম্প্রেশন টেকনোলজি টিউনিং সিস্টেম ডাইট

সোনালী ব্যাংক লিমিটেড, একটি প্রাইভেট, লিমিটেড কোম্পানি

তারিখ: 21/03/2019

১. উপস্থাপন করুন

২. আলাপ করুন

৩. ক্রম জবাব দিন

৪. নথিভুক্ত করুন

৫. প্রয়োজনীয় পদক্ষেপ নিন

৬.দিনের মধ্যে সম্পাদনা করুন

ডেপুটি জেনারেল ম্যানেজার

Dated : 21 March, 2019

Mr. Badha
Ergy (ST)
21.03.19

Reference may please be made to the letter no. 455 dated 03 February, 2019 of General Manager's Office, Dhaka-1, Dhaka on the captioned subject.

We have the pleasure to advise you that in consideration of your application and recommendation of General Manager's Office, the Executive Committee of the Board of Directors of Sonali Bank Limited in their 78th meeting held on 13 March, 2019 has sanctioned 10 days outside Bangladesh leave including transit period and government/ weekly holidays from the date of availing with a permission to visit Nepal & Bhutan 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. Shafiz uddin, Assistant General Manager, Sonali Bank Limited, Principal Office, Gazipur will take over the charges of the Principal Office, Gazipur 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, Sonali Bank Limited, General Manager's Office, Dhaka-1, 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. The Deputy General Manager, Sonali Bank Limited, Principal Office, Gazipur.
04. Mr. Md. Shafiz uddin, Assistant General Manager, Sonali Bank Limited, Principal Office, Gazipur.
05. Immigration Officer, All Airports, Bangladesh.

Assistant General Manager

Md. Nurullah Khan
Assistant General Manager
Information Technology Division
Sonali Bank Limited
Head Office, Dhaka