



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-1/3441

Mr. F M Delwar Hossain (G-28071)  
Chief Instructor (Assistant General Manager)  
Sonali Bank Training Institute  
Chattogram, Bangladesh.

Dear Sir,

Subject : **Sanction of 30 days outside Bangladesh leave with full pay to visit India for medical treatment.**

Reference may please be made to the letter no. 1110 dated 13 March, 2019 of Sonali Bank Limited, General Manager's Office, Chattogram 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 30 days outside Bangladesh leave including transit period and government/weekly holidays from the date of availing with a permission to visit India for medical treatment 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. Jan Muhammed Saifullah, Senior Principal Officer, Sonali Bank Training Institute, Chattogram will take over the charges of the Sonali Bank Training Institute, Chattogram 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, Chattogram, 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 Chief Instructor (Assistant General Manager), Sonali Bank Training Institute, Chattogram.
04. Mr. Jan Muhammed Saifullah, Senior Principal Officer, Sonali Bank Training Institute, Chattogram.
05. Immigration Officer, All Airports/All Landports, Bangladesh.

Assistant General Manager

Md. Nurullah Khan  
Assistant General Manager  
Human Resources Mgt. Division  
Sonali Bank Limited  
Head Office, Dhaka.