



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-1/3592

Dated : 24 March, 2019

Mr. Manish Baran Saha (G-26673)

Deputy General Manager

Sonali Bank Limited

Principal Office

Narsingdi, Bangladesh.

Sir,

Subject : **Sanction of 15 days outside Bangladesh leave with full pay to visit India.**

Reference may please be made to the letter no. 251 dated 17 January, 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 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 Mr. Sanjoy Kumar Roy (G-36408), Assistant General Manager, Principal Office, Narsingdi will take over the charges of the Principal Office, Narsingdi 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, Narsingdi.
04. Mr. Sanjoy Kumar Roy (G-36408), Assistant General Manager, Sonali Bank Limited, Principal Office, Narsingdi.
05. Immigration Officer, All Airports/All Land Ports, Bangladesh.

Assistant General Manager

Md. Nurullah Khan

Assistant General Manager

Information Technology Division

Sonali Bank Limited, Head Office

Dhaka-1, Dhaka