



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office

Motijheel

Dhaka, Bangladesh.

**Human Resource Management Division
Officer Management Department(Sec-1)**

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Phone : 9564515 DGM, 9551121 AGM.

NO. HRMD/OMD/SEC-1/3593

Mr. Mohammad Nazrul Ahsan (G-27920)
Deputy General Manager
Risk Management Division
Sonali Bank Limited
Head Office
Dhaka, Bangladesh.

Dated : 24 March, 2019

ইনকরমেশন টেকনোলজি ডিভিশন(বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ: 24/3/19 নম্বর: 3600
এজিএম-১/২/৩, এমপিওসি, সেকেন্ডারি, ইকিঃ (আইটি)
১. উপস্থাপন করুন
২. আলাপ করুন
৩. দ্রুত অব্যবহিত দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় সংক্ষেপ দিন
৬.দিনের মধ্যে সম্পাদন করুন
ডেপুটি জেনারেল ম্যানেজার

Mr Partho, Eng (IT)
25.03.19

Sir,

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

Reference may please be made to the letter no. 64 dated 15 January, 2019 of Risk Management 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 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 25 March, 2019 or then thereafter 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.

Yours Faithfully,

Sd/-

(Md. Nurullah Khan)

Assistant General Manager

Copy forward for kind information & necessary action to :

01. The General Manager, Risk Management 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. 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.