



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-1/3713

Dated : 27 March, 2019

Mr. Md. Mahfuzur Rahman (G-35012)
Assistant General Manager (Incumbent)
Sonali Bank Limited
Kawran Bazar Branch
Dhaka, Bangladesh.

Dear Sir,

Subject : **Sanction of 15 days outside Bangladesh leave with full pay to visit K.S.A. & United Arab Emirates.**

Reference may please be made to the letter no. 889 dated 07 March, 2019 of Sonali Bank Limited, General Manager's Office, Dhaka-1, Dhaka 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 from the date of availing with a permission to visit K.S.A. & United Arab Emirates 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 Ms. Kumkum Sadeque Tina (C-36782), Senior Principal Officer, Sonali Bank Limited, Kawran Bazar Branch, Dhaka 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, Dhaka-1, Dhaka.
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, Bangabandhu Avenue (Dhaka Central), Dhaka, with a request to send us the related joining report of the above Executive specifying the date of leave availed.
04. The Assistant General Manager (Incumbent), Sonali Bank Limited, Kawran Bazar Branch, Dhaka.
05. Ms. Kumkum Sadeque Tina (C-36782), Senior Principal Officer, Sonali Bank Limited, Kawran Bazar Branch, Dhaka.
06. Immigration Officer, All Airports, Bangladesh.

Assistant General Manager

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