



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION  
OFFICER MANAGEMENT DEPARTMENT  
(SECTION-2)

Head Office, Dhaka-1000, Bangladesh.  
Phone: +8802-9550426-34  
Fax: +88-02-9561409  
E-mail:dgmhrmd@sonalibank.com.bd  
Deputy General Manager  
Phone: +8802-9564515

NO.HO/HRMD/OMD/SEC-2/(PF-13765)/

Dated : 01 APRIL 2019

**MD SARWAR ALAM (C-37021)**

(Passport No-BQ 0197956)

Principal Officer(Manager)

Sonali Bank Limited

Domrakanda Branch

Kishoregonj, Bangladesh.

**Subject : Sanction of 12 (Twelve) days leave (Outside Bangladesh) with full pay to visit in India.**

Dear Sir,

Reference may please be made to the letter No. 719 dated the 18 March, 2019 of General Manager's Office, Mymensingh on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Mymensingh the authority has sanctioned 12 days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit in India under the following terms & conditions:-

- You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited/Government of Bangladesh.
- This sanctioned leave will be treated as Leave outside Bangladesh.
- Staying abroad over the sanctioned leave is strictly prohibited.
- This sanctioned letter will remain valid for 03(three) months from the date of issue.

Yours faithfully,

Sd/-

**(Md. Nurullah Khan)**

Assistant General Manager

Phone: +8802-9551121

**Copy forwarded for kind information & necessary action to:-**

01. General Manager, Sonali Bank Limited, General Manager's Office, Mymensingh. As per their proposal Mr.Kartik Bihari Sen (G-34618), Senior Officer (IT), Domrakanda Branch, Kishoregonj will hold the charge of Manager temporarily on leave of Mr. Md Sarwar Alam.
- 3849(2) 02. 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. Deputy General Manager, Sonali Bank Limited, Principal Office, Kishoregonj with a request to send us the related joining report of the above officer specifying the date of leave availed.
04. Manager, Sonali Bank Limited, Domrakanda Branch, Kishoregonj.
05. Immigration Officer, All Airports/All Land Ports, Bangladesh.
06. Mr.Kartik Bihari Sen (G-34618), Senior Officer (IT), Sonali Bank Limited, Domrakanda Branch, Kishoregonj.

**Assistant General Manager**

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