



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office

Motijheel

Dhaka, Bangladesh.

Human Resource Management Division

Officer Management Department(Section-1)

e-mail : dgmhrmd@sonalibank.com.bd

☎ : +8802-9564515 DGM, 9551121 AGM.

NO.HRMD/OMD/SEC-1/3878

Dated : 31 March, 2019

Mr. Sheikh Emanul Haque (G-35486)  
Senior Principal Officer  
Sonali Bank Limited  
General Manager's Office  
Khulna, Bangladesh.

ইনকয়েরেন টেকনিক্যাল ডিভিশনে আইটি  
সোনালী ব্যাংক লিমিটেড, মোতীজীল, ঢাকা  
তারিখ: ২৪/৩/১৯ নম্বর: ১৪৮৫৫  
একিড: ১/৪৬, এমপিও/ডি, জেনারেল'স অফিস (আইটি)

১. উপস্থাপন করুন
২. জ্ঞাপন করুন
৩. ফ্রন্ট অফার দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজ্যতার পদক্ষেপ দিন
৬. ....নিম্নের মধ্যে সম্পাদন করুন

তেপুটি জেনারেল ম্যানেজার

Dear Sir,

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

Reference may please be made to the letter no. 1076 dated 11 March, 2019 of Sonali Bank Limited, General Manager's Office, Khulna 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 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, Sonali Bank Limited, General Manager's Office, Khulna, with a request to send us the related joining report of the above officer 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 Landports, Bangladesh.

Assistant General Manager

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