



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.

ইনস্ট্রাক্টর ডিভিশন
সোনালী ব্যাংক লিমিটেড, মতিঝিল, ঢাকা
তারিখ: 31/3/19 নম্বর: 2860

NO. HRMD/OMD/SEC-1/3874

Mr. Hiralal Das (G-33765)
Assistant General Manager (Chief Instructor)
Sonali Bank Training Institute
Mymensingh, Bangladesh.

Dated : 31 March, 2019

Dear Sir,

Subject : **Sanction of 30 days outside Bangladesh leave with full pay to visit India.**

১. উপস্থাপন করুন
২. জমা পত্র করুন
৩. প্রাপ্ত ছুটির দিন
৪. নিষিদ্ধ করুন
৫. পরোক্ষীয় পদক্ষেপ নিন
৬.দিনের মধ্যে সম্পাদন করুন

ডেপুটি জেনারেল ম্যানেজার

Reference may please be made to the letter no. 613 dated 05 February, 2019 of Sonali Bank Limited, General Manager's Office, Mymensingh 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 30 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 Ms. Jannatul Ferdous, Senior Principal Officer (Instructor), Sonali Bank Training Institute, Mymensingh will take over the charges of the Institute 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, Mymensingh, 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. Assistant General Manager (Chief Instructor), Sonali Bank Training Institute, Mymensingh.
04. Ms. Jannatul Ferdous, Senior Principal Officer (Instructor), Sonali Bank Training Institute, Mymensingh
05. Immigration Officer, All Airports, Bangladesh.

Assistant General Manager

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