



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-1/4007

Dated : 01 April, 2019

Ms. Sabina Sultana (G-35968)

Senior Principal Officer

Reconciliation Division

Sonali Bank Limited

Head Office

Dhaka, Bangladesh.

সোনালী ব্যাংক লিমিটেড (সোনালী ব্যাংক লিমিটেডের অধীনস্থ)।
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ: 01/08/2019
ক্রমিক নং: 2862
১. উপস্থাপন করুন
২. আলোচন করুন
৩. দ্রুত জবাব দিন
৪. সন্মতিক্রম করুন
৫. প্রয়োজনীয় পদক্ষেপ দিন
৬.দিনের মধ্যে সম্পাদন করুন
ডেপুটি ম্যানেজিং অফিসার

M. Partho, Eng (IT)

Dear Sir,

Subject : **Sanction of 10 days outside Bangladesh leave with full pay to visit India.**

Reference may please be made to the letter no. 398 dated 19 March, 2019 of Reconciliation Division, Sonali Bank Limited, Head Office, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and divisional recommendation, the authority has sanctioned 10 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 Deputy General Manager, Reconciliation Division, Sonali Bank Limited, Head Office, Dhaka, 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 & Ag. Division
Sonali Bank Limited
Head Office, Dhaka.