

NO.HRMD/OMD/SEC-1/4041

Dated : 02 April, 2019

Mr. Sitangsu Mondal (C-36686)
Senior Principal Officer
Sonali Bank Limited
Khulna Corporate Branch
Khulna, Bangladesh.

সোনালী ব্যাংক লিমিটেড
সোনালী ব্যাংক লিমিটেড, মোতিহেল, ঢাকা
তারিখ: ০২/০৪/১৯
ক্রমিক নং: ২০১৬
১. উপস্থাপন করুন
২. জ্ঞাপন করুন
৩. প্রকৃত জ্ঞাব দিল
৪. সন্মত করুন
৫. প্রয়োজনীয় পদক্ষেপ দিল
৬. ...দিনের মধ্যে সম্পাদন করুন
স্বাক্ষরিত: _____

Md. Partho, Eng(IT).
02/04

Dear Sir,

Subject : **Sanction of 25 days outside Bangladesh leave with full pay to visit India.**

Reference may please be made to the letter no. 1034 dated 10 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 25 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. Jahangir Hossain)
Assistant General Manager

Copy forward for kind information & necessary action to:

01. The General Manager, Sonali Bank Limited, General Manager's Office, Khulna.
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, Khulna Corporate Branch, Khulna, with a request to send us the related joining report of the above officer specifying the date of leave availed.
04. Immigration Officer, All Airports/All Landports, Bangladesh.



Assistant General Manager

Md. Jahangir Hossain
Assistant General Manager (A-2116)
Human Resource Management Division
(Section-3&4)
Sonali Bank Limited
Head Office, Dhaka