



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-1/4239

Mr. Md. Shirajul Islam (G-17759)  
Senior Principal Officer  
Sonali Bank Limited  
Dargagate Corporate Branch  
Sylhet, Bangladesh.

Dated : 08 April, 2019

ইনফরমেশন টেকনোলজি ডিভিশন(বিজনেস আইটি)  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।  
তারিখ: ০৮/০৪/১৯  
একিড/১৭৭৫, এপিও/সি. মোহাম্মদ/সি. ইলিয়া(আইটি)

- উপস্থাপন করুন
- আলোচন করুন
- দ্রুত জবাব দিন
- মর্শিভূক্ত করুন
- প্রয়োজনীয় পদক্ষেপ দিন
- .....দিনের মধ্যে সম্পাদন করুন

২১/৪/১৯

তপুটি জেনারেল ম্যানেজার

Mr. Peetha, Bengali (ST)  
59/04

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. 692 dated 13 March, 2019 of Sonali Bank Limited, General Manager's Office, Sylhet 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. Nurullah Khan)

Assistant General Manager

**Copy forward for kind information & necessary action to:**

01. The General Manager, Sonali Bank Limited, General Manager's Office, Sylhet.
- ✓ 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, Dargagate Corporate Branch, Sylhet, 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. Nurullah Khan  
Assistant General Manager  
Human Resources Mgt. Division  
Sonali Bank Limited  
Head Office, Dhaka.