



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-1/4316

Dated : 08 April, 2019

Mr. Abu Taher Md. Zakir Hossain (G-34002)

Assistant General Manager

Sonali Bank Limited

Principal Office

Bogura, Bangladesh.

(Ex. Place of posting Rural Credit Division, Head Office, Dhaka)

Dear Sir,

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

Reference may please be made to the letter no. 253 dated 19 March, 2019 of Rural Credit 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 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.

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, Rajshahi.
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, Principal Office, Bogura, with a request to send us the related joining report of the above Executive specifying the date of leave availed.
04. Immigration Officer, All Airports/All Landports, Bangladesh.

ইনফরমেশন টেকনোলজি ডিভিশন(বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ: ১০/৪/১৯ নম্বর: ১৬১০
একক: ১/৬৩, এপিওসি, হেডোফিস, ইপিও (স্বাক্ষর)

১. উপস্থাপন করুন
২. অলাপ করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬.দিনের মধ্যে সম্পাদন করুন

ডেপুটি জেনারেল ম্যানেজার

Assistant General Manager

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

Md. Faruk Eng (IT)