



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

১৯০২-৯৫৬৪৫১৫ DGM, ৯৫৫১১২১ AGM.

NO. HRMD/OMD/SEC-1/4314

Mr. Md. Yakub Mazumder (G-34557)
Assistant General Manager (Incumbent)
Sonali Bank Limited
Baharddarhat Branch
Chattogram, Bangladesh.

Dated : 08 April, 2019

ইনকম্পেন্সন ডেপেন্ডেন্সি রিটর্ন (বিদেশে অটোল)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ: ০৮/০৪/১৯
একিড-১/৯/৩, কনসিওলি, মোহাম্মদপুর, হিটা (ফাইট)
১. উপস্থাপন করুন
২. আলোচন করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬.দিনের মধ্যে সম্পাদন করুন
ডেপুটি জেনারেল ম্যানেজার

Mr. Faruk, Eng (IT)

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. 1131 dated 14 March, 2019 of Sonali Bank Limited, General Manager's Office, Chattogram 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 Mr. Jafar Ahmed Siddique (29820), Assistant General Manager, Sonali Bank Limited, General Manager's Office, Chattogram will take over the charges of the Branch 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, Chattogram.
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, Chattogram-North, Chattogram, with a request to send us the related joining report of the above Executive specifying the date of leave availed.
04. The Assistant General Manager (Incumbent), Sonali Bank Limited, Baharddarhat Branch, Chattogram.
05. Mr. Jafar Ahmed Siddique (29820), Assistant General Manager, Sonali Bank Limited, General Manager's Office, Chattogram.
06. 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.