



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-1/4317

Dated : 08 April, 2019

Mr. Ali Ahad Howlader (C-37930)
Senior Principal Officer
Sonali Bank Limited
General Manager's Office
Dhaka-2, Dhaka, Bangladesh.

ইনকম্পেন টেকনোলজি ডিভিশন/বিজনেস আইটি

সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।

তারিখ: ০৮/৪/১৯

ক্রম: ১/২৩

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

ডেপুটি জেনারেল ম্যানেজার

Mr. Farhan 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. 1358 dated 21 March, 2019 of Sonali Bank Limited, General Manager's Office, Dhaka-2, Dhaka 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 22 April, 2019 or 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, Dhaka-2, 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 Mgt. Division
Sonali Bank Limited
Head Office, Dhaka.