



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-1/4522

Mr. Md. Abdus Sobur Khan (G-35222)
Senior Principal Officer
Govt. Accounts & Services Division
Sonali Bank Limited
Head Office
Dhaka, Bangladesh.

ইনকমেন্সন টেকনোলজি ডিভিশন(বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, এমটিজহিল, ঢাকা।
তারিখ: ১৫/০৪/২০১৯
ক্রমিক-১২৬, কপি/সি. সেকশন/সি. ইআই (সেইটি)

১. উপস্থাপন করুন
২. আশাপ করুন
৩. সন্ত জবাব দিন
৪. দাবিত করুন
৫. প্রয়োজনীয় পদক্ষেপ দিন
৬.দিনের মধ্যে সমাপন করুন

ডেপুটি সিনিয়র ম্যানেজার

Dated : 15 April, 2019

Dear Sir,

Subject : **Sanction of 15 days outside Bangladesh leave with full pay to visit Malaysia & Singapore.**

Reference may please be made to the letter no. 51 dated 28 March, 2019 of Govt. Accounts & Services 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 15 days outside Bangladesh leave including transit period and government/weekly holidays from the date of availing with a permission to visit Malaysia & Singapore 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 Deputy General Manager, Govt. Accounts & Services Division, Sonali Bank Limited, Head Office, 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, Bangladesh.

Assistant General Manager