



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office

Motijheel

Dhaka, Bangladesh.

Human Resource Management Division

Officer Management Department(Sec-1)

e-mail : dgmhrmd@sonalibank.com.bd

☎ : 9564515, 9551121, 01552325317

NO. HRMD/OMD/SEC-1/4633

Dated : 17 April, 2019

Ms. Kabita Kalpana Lata (G-28487)  
Deputy General Manager (on PRL)  
Information Technology Division  
(Business IT)  
Sonal Bank Limited  
Head Office  
Dhaka, Bangladesh.

Sir,

Subject: **Permission to visit Singapore & Thailand for 15 days.**

Reference may please be made to the letter no. 249 dated 27 March, 2019 of Information Technology Division (Business IT), Sonali Bank Limited, Head Office, Dhaka on the captioned subject.

We have the pleasure to advise you that in consideration of your application and Divisional recommendation, the Board of Directors of Sonali Bank Limited in their 628th meeting held on 17 April, 2019 has permitted you to visit Singapore & Thailand for 15 days from 18 April, 2019 or then thereafter from the date of availing 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) Over stay in abroad will not be allowed.
- 3) 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 Chief Information Technology Officer, Information Technology Division, Sonali Bank Limited, Head Office, Dhaka.
- ✓ 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

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