



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

NO. HRMD/OMD/SEC-1/4684

Mr. Md. Ezaharul Hoque Mia (G-28371)  
Deputy General Manager  
Sonali Bank Limited  
Principal Office  
Thakurgaon, Bangladesh.

Sir,

Subject : **Sanction of 25 days outside Bangladesh leave with full pay to visit India.**

Reference may please be made to the letter no. 2056 dated 13 March, 2019 of General Manager's Office, Rangpur on the captioned subject.

We have the pleasure to advise you that in consideration of your application and recommendation of General Manager's Office, the Board of Directors of Sonali Bank Limited in their 628th meeting held on 17 April, 2019 has sanctioned 25 days outside Bangladesh leave including transit period and government/ weekly holidays from 28 April, 2019 or then thereafter 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. Md. Mostafizur Rahman, Assistant General Manager, Principal Office, Thakurgaon will take over the charges of the Principal Office, Thakurgaon temporarily during your 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, Rangpur, with a request to send us the related joining report of the above Executive 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. The Deputy General Manager, Sonali Bank Limited, Principal Office, Thakurgaon.
04. Mr. Md. Mostafizur Rahman, Assistant General Manager, Sonali Bank Limited, Principal Office, Thakurgaon.
05. Immigration Officer, All Airports/All Land Ports, Bangladesh.

  
Assistant General Manager

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