



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office

Motijheel

Dhaka, Bangladesh.

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Human Resource Management Division

Officer Management Department(Sec-1)

e-mail : dgmhrmd@sonalibank.com.bd

☎ : 9564515, 9551121, 01552325317

NO. HRMD/OMD/SEC-1/5070

Mr. Mohammed Shafiul Alam (G-34873)

Deputy General Manager

Legal Matters Division

Sonali Bank Limited

Head Office

Dhaka, Bangladesh.

Sir,

Subject : **Sanction of 10 days outside Bangladesh leave with full pay to visit India.**

Reference may please be made to the letter no. 565 dated 04 April, 2019 of Legal Matters Division, 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 629th meeting held on 23 April, 2019 has sanctioned 10 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.

Yours Faithfully,

Sd/-

(Md. Nurullah Khan)

Assistant General Manager

Copy forward for kind information & necessary action to :

01. The General Manager, Legal Matters Division, Sonali Bank Limited, Head Office, Dhaka, 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. Immigration Officer, All Airports/All Land Ports, Bangladesh.


সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ: ২৫/৪/১৯ মাস: ২০১৯
ক্রমিক: ১২/৯, প্রথম/১, সেকশন/১, ই/১ (সি/১)

১. উপস্থাপন করুন
২. জ্ঞাপন করুন
৩. প্রাপ্ত জবাব দিন
৪. কর্তৃত্ব করুন
৫. প্রয়োজনীয় পদক্ষেপ দিন
৬.দিনের মধ্যে সম্পাদন করুন

ডেপুটি জেনারেল ম্যানেজার

Dated : 25 April, 2019

Mr. Faruk Eng (IT)


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