



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-1/5065

Mr. Debasish Samadder (G-34564)
Assistant General Manager
Sonali Bank Limited
Bangabandhu Avenue Corporate Branch
Dhaka, Bangladesh.

Dated : 29 April, 2019

সোনালী ব্যাংক লিমিটেড প্রধান কার্যালয়, ঢাকা।
তারিখ: ০৪/০৫/১৯
এজিএম-১/২/৩, এফপিএসি, প্রোগ্রামার/সি. ইঞ্জি (বিইটি)

১. উপস্থাপন করুন
২. আলোচ্য করুন
৩. ক্রম জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ দিন
৬.দিনের মধ্যে সম্পাদন করুন

ডেপুটি জেনারেল ম্যানেজার

Md. Nurullah Khan (IT)

Dear Sir,

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

Reference may please be made to the letter no. 506 dated 04 April, 2019 of Sonali Bank Limited, Bangabandhu Avenue Corporate Branch, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and recommendation of Bangabandhu Avenue Corporate Branch, the authority has sanctioned 15 days outside Bangladesh leave including transit period and government/weekly holidays from 05 May, 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, Bangabandhu Avenue Corporate Branch, 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 Landports, Bangladesh.

Assistant General Manager

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