



সোনালী ব্যাংক লিমিটেড  
SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION  
(SECTION-5)

Head Office, Motijheel C/A.,  
Dhaka-1000. Bangladesh.  
Phone : 88-02-9564515 (DGM)  
& : 88-02-47115437 (AGM)  
Fax : 88-02-9573765  
Email : dgmhrmd@sonalibank.com.bd  
pmdsb1ho@gmail.com  
sbl.hrmd5@sonalibank.com.bd

No. HRMD/SEC-5/OUTSIDE/SOC-10198/5140

Dated: 29 April, 2019

Mr. MD NURUL ISLAM (C-32943)  
Senior Officer Cash  
Sonali Bank Limited  
Gulshan Branch,  
Dhaka.

সোনালী ব্যাংক লিমিটেড-এর কার্যক্রম, মানসিক  
তারিখ: ৩০/৪/১৯  
এক্স-১/২/৩, এমপ্লয়সি, প্রোগ্রামার, ইটিসি (আইটি)

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

ডেপুটি জেনারেল ম্যানেজার

Mr. Partho, Eng (IT)

**Subject: Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to Visit Singapore & Vietnam.**

Dear Sir,

Reference may please be made to the letter No. 568 dated the 11 February, 2019 of Sonali Bank Limited, General Manager's Office, Dhaka-1 on the captioned subject.

It may kindly be advised that in consideration of your application and recommendation of General Manager's Office, Dhaka-1, the authority has sanctioned 15 (Fifteen) days full pay leave (Outside Bangladesh) including transit period and government weekly holidays from the date of 30.05.2019 to 13.06.2019 or from the date of availment with a permission to visit Singapore & Vietnam under the following terms & conditions:

**Conditions:**


- 1) You have to bear all expenses of the proposed visit. There will be no financial involvement of Sonali Bank Limited / Govt. of Bangladesh.
- 2) This sanctioned leave will be treated as 'Leave outside Bangladesh'.
- 3) Over staying is strictly prohibited.
- 4) This sanction letter is valid for 03 (Three) months from the date of issue.

Yours faithfully,  
Sd/-

(Md. Delowar Hossain Sarder)  
Assistant General Manager

**Copy forwarded for kind information & necessary action:**

01. General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-1.
02. Deputy General Manager, Information Technology Division- Business IT, Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the leave (outside Bangladesh) sanction letter in the Bank's website.
03. Deputy General Manager, Sonali Bank Limited, Principal Office, Bangabandhu Avenue (Dhaka Central), Dhaka. **Please send the joining report of the related officer specifying the date of leave availment.**
04. Assistant General Manager, Sonali Bank Limited, Gulshan Branch, Dhaka.
05. Immigration Officer, All Airport, All Land port, Bangladesh
06. Personal File.

  
Assistant General Manager  
Md. Delowar Hossain Sarder  
Assistant General Manager  
Human Resource Management Division  
Sonali Bank Limited  
Head Office, Dhaka.