



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-1/5202

Dated : 29 April, 2019

Mr. Md. Monirujjaman (C-36642)
Senior Principal Officer (Manager)
Sonali Bank Limited
Jashore Bazar Branch
Jashore, Bangladesh.

<p>সোনালী ব্যাংক লিমিটেড, ই-কম কার্যালয়, ঢাকা</p> <p>তারিখ: ২৯/০৪/১৯</p> <p>ক্রম: ১/২/৫, ওস/৫/সি, প্রোগ্রামার/সি, ইটি (আইটি)</p> <p>১. উপস্থাপন করুন ২. আলাপ করুন ৩. প্রকৃত অবসর দিন ৪. নথিভুক্ত করুন ৫. ধার্যজনীয় পদক্ষেপ নিন ৬.দিনের মধ্যে সম্পাদন করুন</p> <p>ডেপুটি জেনারেল ম্যানেজার</p>	<p>২৯/০৪/১৯</p> <p>Mr Partho, Eng (IT)</p>
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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. 1638 dated 16 April, 2019 of Sonali Bank Limited, General Manager's Office, Khulna on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, the authority has sanctioned 15 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.

As per approval of the authority Mr. Md. Saiful Islam, Principal Officer, Sonali Bank Limited, Jashore Bazar Branch, Jashore will take over the charges of the branch temporarily during your sanctioned 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, Khulna.
- ✓ 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, Jashore, with a request to send us the related joining report of the above officer specifying the date of leave availed.
04. The Manager, Sonali Bank Limited, Jashore Bazar Branch, Jashore.
05. Mr. Md. Saiful Islam, Principal Officer, Sonali Bank Limited, Jashore Bazar Branch, Jashore.
06. 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.