



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

Phone : 9564515 DGM, 9551121 AGM.

NO. HRMD/OMD/SEC-1/5295

Dated : 02 May, 2019

Mr. Mohammed Alauddin (G-21568)  
General Manager  
Sonali Bank Limited  
General Manager's Office  
Khulna, Bangladesh.

ইনকম্পেন্সন সেকেন্ডারি ভিত্তিগত(বিজনেস আইটি)  
সোনালী ব্যাংক লিমিটেড প্রধান কার্যালয়, ঢাকা।  
তারিখ: ০২/০৫/১৯  
এজিএম-১/২/১৬, ওসপিও/সি, প্রোগ্রামার/সি, ইজি: (স্বাক্ষর)  
১. উপস্থাপন করুন  
২. জালাপ করুন  
৩. দ্রুত জবাব দিন  
৪. নথিভুক্ত করুন  
৫. প্রয়োজনীয় পদক্ষেপ নিন  
৬. ....দিনের মধ্যে সম্পাদন করুন  
ডেপুটি মেনেজার অ্যান্ড অফিসার

Sir,

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

Reference may please be made to the letter no. 1574 dated 15 April, 2019 of General Manager's Office, Khulna 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 530th meeting held on 29 April, 2019 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. Shahjahan Ali Shaikh, Deputy General Manager, General Manager's Office, Khulna will take over the charges of the General Manager's Office, Khulna temporarily during your leave period.

Yours Faithfully,

S/d-

(Md. Anwar Kadir Chowdhury)

Deputy General Manager

**Copy forward for information & necessary action to:**

- 01) 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) Mr. Md. Shahjahan Ali Shaikh, Deputy General Manager, Sonali Bank Limited, General Manager's Office, Khulna.
- 04) Immigration Officer, All Airports/All Land Ports, Bangladesh.

Deputy General Manager  
Deputy General Manager  
Human Resource Management Division  
Sonali Bank Limited  
Head Office, Dhaka.