



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office

Motijheel

Dhaka, Bangladesh.

Human Resource Management Division

Officer Management Department(Section-1)

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☎ : +8802-9564515 DGM, 9551121 AGM.

NO. HRMD/OMD/SEC-1/9112

Dated : 04 August, 2019

Shamima Akter (G-16369)

Senior Principal Officer

Sonali Bank Limited

Agargaon Branch

Dhaka, Bangladesh.

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. 2953 dated 15 July, 2019 of Sonali Bank Limited, General Manager's Office, Dhaka-2, Dhaka 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.

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, Dhaka-2, Dhaka.
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, Dhaka West, Dhaka.
04. The Assistant General Manager (Incumbent), Sonali Bank Limited, Agargaon Branch, Dhaka, with a request to send us the related joining report of the above officer specifying the date of leave availed.
05. 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.