



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION
OFFICER MANAGEMENT DEPARTMENT
(SECTION-2)

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Deputy General Manager

Phone: +8802-9564515

NO.HO/HRMD/OMD/SEC-2/(PF-17816)/5361

Dated : 09 MAY, 2019

ANUPAM SHAHID (C-42157)

(Passport No-EA 0028169)

Principal Officer

Sonali Bank Limited

Kawran Bazar Branch, Dhaka

Bangladesh.

Subject : Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit in Singapore & Indonesia.

Dear Sir,

Reference may please be made to the letter No.1427 dated the 17 April, 2019 of General Manager's Office, Dhaka-1, Dhaka on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Dhaka-1, Dhaka the authority has sanctioned 15 days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit in Singapore & Indonesia under the following terms & conditions:-

- You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited/Government of Bangladesh.
- This sanctioned leave will be treated as Leave outside Bangladesh.
- Staying abroad over the sanctioned leave is strictly prohibited.
- This sanctioned letter will remain valid for 03(three) months from the date of issue.

Yours faithfully,

(Md. Nurullah Khan)

Assistant General Manager

Phone: +8802-9551121

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