



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-1/6010

Dated : 22 May, 2019

Mr. Mohammad Sohrab Hossain (G-33761)
Assistant General Manager (temporarily Incumbent)
Sonali Bank Limited
Narayanganj Corporate Branch
Narayanganj, Bangladesh.

Dear Sir,

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

Reference may please be made to the letter no. 2209 dated 19 May, 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 30 May, 2019 or from the date of availing with a permission to visit Thailand & Vietnam 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. Mohammad Abul Basher (G-36271), Assistant General Manager, Sonali Bank Limited, Principal Office, Narayanganj will take over the charges of the Narayanganj Corporate Branch, Narayanganj 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, Dhaka-2, Dhaka, with a request to send us the related joining report of the above Executive specifying the date of leave availed.
- ✓ 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, Narayanganj.
04. The Assistant General Manager (temporarily Incumbent), Sonali Bank Limited, Narayanganj Corporate Branch, Narayanganj.
05. Mr. Mohammad Abul Basher (G-36271), Assistant General Manager, Sonali Bank Limited, Principal Office, Narayanganj.
06. Immigration Officer, All Airports, Bangladesh.

Assistant General Manager

Md. Nurullah Khan
Assistant General Manager
Human Resources Mgt. Division
Sonali Bank Limited