



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-1/6014

Dated : 23 May, 2019

Mr. Md. Noor Hossain (G-35148)
Senior Principal Officer (Manager)
Sonali Bank Limited
Bazme Kaderia Complex Branch
Dhaka, Bangladesh.

Dear Sir,

Subject : **Sanction of 21 days outside Bangladesh leave with full pay to visit U.K.**

Reference may please be made to the letter no. 2121 dated 13 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 21 days outside Bangladesh leave including transit period and government/weekly holidays from 30 June, 2019 or from the date of availing with a permission to visit U.K. 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.
5. During your sanctioned leave period Mr. Md. Humayun Kabir (C-41444), Principal Officer, Sonali Bank Limited, Bazme Kaderia Complex Branch, Dhaka will take over the charges of the branch temporarily.

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, 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, Bazme Kaderia Complex Branch, Dhaka.
05. Mr. Md. Humayun Kabir (C-41444), Principal Officer, Sonali Bank Limited, Bazme Kaderia Complex Branch, Dhaka. You will take over the charges of the branch during the sanctioned leave period of Mr. Md. Noor Hossain.
06. Immigration Officer, All Airports, Bangladesh.

Assistant General Manager

Md. Nurullah Khan
Assistant General Manager
Officer Management Division
Sonali Bank Limited