



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office

Motijheel

Dhaka, Bangladesh.

Human Resource Management Division  
Officer Management Department(Section-1)

e-mail : dgmhrmd@sonalibank.com.bd

☎ : +8802-9564515 DGM, 9551121 AGM.

NO. HRMD/OMD/SEC-1/6281

Dated : 30 May, 2019

Mr. Jan Muhammed Saifullah (G-35942)  
Senior Principal Officer (Incharge)  
Sonal Bank Training Institute  
Chattogram, Bangladesh.

Dear Sir,

**Subject : Sanction of 45 days outside Bangladesh leave with full pay to visit  
India for medical treatment.**

Reference may please be made to the letter no. 2140 dated 27 May, 2019 of Sonali Bank Limited, General Manager's Office, Chattogram 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 45 days outside Bangladesh leave including transit period and government/weekly holidays from 01 June, 2019 or from the date of availing with a permission to visit India for medical treatment 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. Kazi Mohammad Ashraf, Senior Principal Officer, Sonali Bank Training Institute, Chattogram will take over the charges of the Training Institute 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, Chattogram, 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 Chief Instructor ((Incharge), Sonali Bank Training Institute, Chattogram.
04. Mr. Kazi Mohammad Ashraf, Senior Principal Officer, Sonali Bank Training Institute, Chattogram. You will take over the charges (as additional Charges of his present duties) of the Training Institute during the sanctioned leave period of Mr. Jan Muhammed Saifullah.
05. Immigration Officer, All Airports/All Landports, Bangladesh.

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