

NO.HRMD/OMD/SEC-1/6393

Dated : 03 June, 2019

Shamima Sultana (C-36707)  
Senior Principal Officer  
Sonal Bank Limited  
General Manager's Office  
Mymensingh, Bangladesh.

Dear Sir,

**Subject : Sanction of 15 days outside Bangladesh leave with full pay to visit  
India, Nepal & Bhutan.**

Reference may please be made to the letter no. 1240 dated 13 May, 2019 of Sonali Bank Limited, General Manager's Office, Mymensingh 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, Nepal & Bhutan 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, Mymensingh, with a request to send us the related joining report of the above officer 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. Immigration Officer, All Airports/All Landports, Bangladesh.

  
Assistant General Manager

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