



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION  
OFFICER MANAGEMENT DEPARTMENT

(SECTION-2)

Head Office, Dhaka-1000, Bangladesh.

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Deputy General Manager

Phone: +8802-9564515

NO.HO/HRMD/OMD/SEC-2/(PF-25709)/

**NURJAHAN BEGUM (G-20957)**

(Passport No-BK 0882023)

Principal Officer

Sonali Bank Limited

Dhaka Cantonment Corporate Branch

Dhaka, Bangladesh.

১. উপস্থাপন করা
২. অনুমতি
৩. প্রাপ্তি
৪. নথিভুক্ত করা
৫. প্রয়োজনীয় পত্রাদি
৬. ....

Dated : 10 JUNE, 2019

**Subject : Sanction of 20 (Twenty) days leave (Outside Bangladesh) with full pay to visit in Thailand & India.**

Dear Sir,

Reference may please be made to the letter No.1998 dated the 23 April, 2019 of General Manager's Office, Dhaka-2, Dhaka on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Dhaka-2, Dhaka the authority has sanctioned 20 days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit in Thailand & India 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,

Sd/-

**(Md. Nurullah Khan)**

Assistant General Manager

Phone: +8802-9551121

**Copy forwarded for kind information & necessary action to:-**

- General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-2, Dhaka.
- 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.
- Assistant General Manager (Incharge), Sonali Bank Limited, Dhaka Cantonment Corporate Branch, Dhaka with a request to send us the related joining report of the above officer specifying the date of leave availed.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.

**Assistant General Manager**

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