



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office

Motijheel

Dhaka, Bangladesh.

Human Resource Management Division

Officer Management Department(Sec-1)

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NO. HRMD/OMD/SEC-1/6540

Dated : 12 June, 2019

Mr. Abidur Reza (G-28747)
Deputy General Manager
International Trade Finance Division
Sonal Bank Limited
Head Office
Dhaka, Bangladesh.

সোনালী ব্যাংক লিমিটেড
তারিখ: ১২/০৬/১৯
এজিএম-১/২/৩, এসপিও/সি, মোতাহার/সি, ইন্ডিয়া (আইটি)

- উপস্থাপন করণ
- আলাপ করণ
- দ্রুত জবাব দিন
- নথীভুক্ত করণ
- প্রয়োজনীয় পদক্ষেপ নিন
-দিনের মধ্যে সম্পাদন করণ

ডেপুটি জেনারেল ম্যানেজার

2260
Mr. Fartho, Eng (IT)

Sir,

Subject : **Sanction of 07 days outside Bangladesh leave with full pay to visit India.**

Reference may please be made to the letter no. 994 dated 06 May, 2019 of International Trade Finance Division, Sonali Bank Limited, Head Office, Dhaka on the captioned subject.

We have the pleasure to advise you that in consideration of your application and Divisional recommendation, the Board of Directors of Sonali Bank Limited in their 636th meeting held on 10 June, 2019 has sanctioned 07 days outside Bangladesh leave including transit period and government/ weekly holidays from the date of availing with a permission to visit India 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, International Trade Finance Division, Sonali Bank Limited, Head Office, 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. 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.