সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED
Head Office
Motijheel
Dhaka, Bangladesh.

Human Resource Management Division
Officer Management Department(Sec-1)
e-mail ঃ dgmhrmd@sonalibank.com.bd
☎ ঃ +8802-9564515 DGM, 9551121 AGM.

ইনফরমেশন টেকনোলজি ডিভিশন(বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ ১৬/০৬/২০১৯ নম্বর ২৫৮১
এজিএম-১/২/৩, এসপিও/সি. প্রোগ্রামার/সি. ইঞ্জিঃ (আইটি)
১. উপস্থাপন করুন
২. আলাপ করুন
৩. দ্রুত জবাব দিন
৪. নথিভূক্ত করন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬. .....দিনের মধ্যে সম্পাদন করুন
ডেপুটি জেনারেল ম্যানেজার

NO. HRMD/OMD/SEC-1/6539

Dated : 12 June, 2019

Mr Partho. Eng (IT)

Ms. Salma Haleem (G-27188)
Deputy General Manager
Business Development Division
Sonali Bank Limited
Head Office
Dhaka, Bangladesh.

Sir,

Subject : **Sanction of 30 days outside Bangladesh leave with full pay to visit USA.**

Reference may please be made to the letter no. 424 dated 18 April, 2019 of Business Development 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 30 days outside Bangladesh leave including transit period and government/ weekly holidays from 02 July, 2019 or then thereafter from the date of availing with a permission to visit USA 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, Business Development 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, Bangladesh.

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

Adv.Fr.DGM