



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION  
OFFICER MANAGEMENT DEPARTMENT

(SECTION-2)

Head Office, Dhaka-1000, Bangladesh.

Phone: +8802-9550426-34

Fax: +88-02-9561409

E-mail: dgmhrmd@sonalibank.com.bd

Deputy General Manager

Phone: +8802-9564515

NO.HRMD/OMD/SEC-2/(PF-14113)/

**SUMON SAHA (C-37265),**  
(Passport No-OC 5097700)  
Principal Officer(JC General)  
Sonal Bank Limited  
Daulatpur College Road Branch  
Khulna, Bangladesh.

22/06/2019  
2606  
Mr Fartha, Eng (IT)

Dated : 23 JUNE, 2019

**Subject : Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit in India.**

Dear Sir,

Reference may please be made to the letter No. 852 dated the 19 February, 2019 of General Manager's Office, Khulna on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Khulna the authority has sanctioned 15 days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit in 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, Khulna.
- 7052(2) Deputy General Manager, Information Technology Division (Business IT), Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the Leave letter in the Bank's website.
- Deputy General Manager, Sonali Bank Limited, Principal Office, Khulna. As per their proposal Mr. Haider Ali (C-42740), Senior Officer (Cash), Daulatpur College Road Branch, Khulna will hold the charge of Joint Custodian (General) temporarily on leave of Mr. Sumon Saha.
- Assistant General Manager, Sonali Bank Limited, Daulatpur College Road Branch, Khulna with a request to send us the related joining report of the above officer specifying the date of leave availed.
- Manager, Sonali Bank Limited, Phultala Branch, Khulna.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.
- Mr. Haider Ali (C-42740), Senior Officer (Cash), Sonali Bank Limited, Daulatpur College Road Branch, Khulna.

Assistant General Manager

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