



**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.HO/HRMD/OMD/SEC-2/(PF-15803)/

Dated : 03 JULY, 2019

**MD MOSTAFA AZAD (C-38100)**

(Passport No-OC 2156190)

Principal Officer

Loan Recovery Division

Sonali Bank Limited

Head Office, Dhaka

Bangladesh.

১. উপস্থাপনা কর্তব্য	
২. অনুমোদন কর্তব্য	
৩. প্রাপ্তি তারিখ	
৪. কার্যক্রম	
৫. প্রাপ্তি তারিখ	
৬. প্রাপ্তি তারিখ	

০৩/০৭/১৯ ৬০৭৬

Mr Partho, Eng (IT)

৩০৩ টি জেনারেল ম্যানেজার

**Subject : Sanction of 10 (Ten) days leave (Outside Bangladesh) with full pay to visit in India.**

Dear Sir,

Reference may please be made to the letter No.424 dated the 23 June, 2019 of Loan Recovery Division, Sonali Bank Limited, Head Office, Dhaka on the captioned subject.

We have to advise that in consideration of your application and recommendation of Loan Recovery Division, Sonali Bank Limited, Head Office, Dhaka the authority has sanctioned 10 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:-**

- Deputy General Manager, Loan Recovery Division, Sonali Bank Limited, Head Office, Dhaka with a request to send us the related joining report of the above officer specifying the date of leave availed.
- 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.
- 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.

7480(2)