



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office

Motijheel

Dhaka, Bangladesh.

Human Resource Management Division

Officer Management Department(Section-1)

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+8802-9564515 DGM, 9551121 AGM.

NO. HRMD/OMD/SEC-1/7002

Dated : 03 July, 2019

Ms. Bithi Akter (G-35678)
Assistant General Manager (Incumbent)
Sonali Bank Limited
Green Road Branch
Dhaka, Bangladesh.

Dear Sir,

Subject : **Sanction of 15 days outside Bangladesh leave with full pay to visit Canada & U.S.A.**

Reference may please be made to the letter no. 2683 dated 27 June, 2019 of General Manager's Office, Dhaka-2, Dhaka on the captioned subject .

We have to advise you that in consideration of your application and recommendation of General Manager's Office. the authority has sanctioned 15 days outside Bangladesh leave including transit period and government/ weekly holidays from 14 August, 2019 or from the date of availing with a permission to visit Canada & U.S.A. 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.
5. During your sanctioned leave period Mst. Morjina Parvin (G-35936), Senior Principal Officer & Joint Custodian (General), Green Road Branch, Dhaka will take over the charges (as additional Charges of her present duties) of the branch temporarily.

Yours Faithfully,

Sd/-

(Md. Nurullah Khan)

Assistant General Manager

Copy forward for kind information & necessary action to:

01. The General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-2, Dhaka.
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. The Deputy General Manager, Sonali Bank Limited, Principal Office, Dhaka West, Dhaka, with a request to send us the related joining report of the above Executive specifying the date of leave availed.
04. Assistant General Manager (Incumbent), Sonali Bank Limited, Green Road Branch, Dhaka.
05. Mst. Morjina Parvin (G-35936), Senior Principal Officer & Joint Custodian (General), Sonali Bank Limited, Green Road Branch, Dhaka.. You will take over the charges (as additional Charges of her present duties) of the branch during the sanctioned leave period of Ms. Bithi Akter..
06. Immigration Officer. All Airports, Bangladesh.

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