

NO. HRMD/OMD/SEC-1/9125

Dated : 11 July, 2018

Mr. Basudeb Das (G-27503)
Assistant General Manager
Sonali Bank Limited
Principal Office
Dhaka West, Dhaka
Bangladesh.

ইনকোর্পোরেশন ট্রাস্টসোনারী ডিভিশন(বিএমডি) বিভাগে
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: 12.07.2018
একিএম-১/১/১, এসপিওসি. জেনারেল ম্যানেজার, ডিএম(বিএমডি)

১. উপস্থাপন করুন
২. আসাপ করুন
৩. মুক্ত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬.দিনের মধ্যে সম্পাদন করুন

ডেপুটি জেনারেল ম্যানেজার

Dear Sir,

Subject : Sanction of 15 days leave (outside Bangladesh) with full pay to visit India.

Reference may please be made to the letter no. 2783 dated 28 June, 2018 of Sonali Bank Limited, 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 leave (outside Bangladesh) including transit period from the date of availing with a permission to visit India under the following terms & conditions :

Conditions :

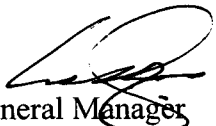
- 1) You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited and Government of Bangladesh.
- 2) It will be treated as leave outside Bangladesh.
- 3) Over stay in abroad will not be allowed.
- 4) This sanction letter will remain valid for 03 (three) months from the date of issue.

Yours Faithfully,

S/d-
(Abdul Awal Bhuiyan)
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. Immigration Officer, All Airports/All Landports, Bangladesh.


Assistant General Manager

Abdul Awal Bhuiyan
Asstt. General Manager
Human Resource Management Division
Sonali Bank Limited
Head Office, Dhaka