



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.

NO. HRMD/OMD/SEC-1/8538

Dated : 18 July, 2019

Mr. Zakir Hossain Khan (G-21567)
Deputy General Manager
Sonali Bank Limited
Prime Minister's Office Corporate Branch
Dhaka, Bangladesh.

Sir,

Subject : **Sanction of 07 days outside Bangladesh leave with full pay to visit United Arab Emirates (U.A.E).**

Reference may please be made to the letter no. 2793 dated 15 July, 2019 of Sonali Bank Limited, General Manager's Office, Dhaka-1, Dhaka on the captioned subject.

We have the pleasure to advise you that in consideration of your application and recommendation of General Manager's Office, the Board of Directors of Sonali Bank Limited in their 643rd meeting held on 17 July, 2019 has sanctioned 07 days outside Bangladesh leave including transit period and government/ weekly holidays from 01 August, 2019 or from the date of availing with a permission to visit United Arab Emirates (U.A.E) to participate the "Annual General Meeting of the Deaf International Cricket Council (DICC)" Programme under the following terms & conditions:

Conditions :

- 1) There will be no financial involvement of Sonali Bank Limited.
- 2) The Period of traveling will be adjusted from earned leave.
- 3) Over stay in abroad will not be allowed.

As per approval of the authority Mr. Md. Moksed Ali (G-30595), Assistant General Manager, Prime Minister's Office Corporate Branch, Dhaka will take over the charges (as additional Charges of his present duties) of the Branch temporarily during your leave period.

Yours Faithfully,

Sd/-

(Md. Jahangir Hossain)
Assistant General Manager

Copy forward for kind information & necessary action to :

- 01) The General Manager, Sonali Bank Limited, General Manager's Office Dhaka-1, 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) The Deputy General Manager, Sonali Bank Limited, Prime Minister's Office Corporate Branch, Dhaka.
- 04) Mr. Md. Moksed Ali (G-30595), Assistant General Manager, Sonali Bank Limited, Prime Minister's Office Corporate Branch, Dhaka. You will take over the charges (as additional Charges of his present duties) of the Prime Minister's Office Corporate Branch during the sanctioned leave period of Mr. Zakir Hossain Khan.
- 05) Immigration Officer, All Airports, Bangladesh.

Assistant General Manager
Md. Jahangir Hossain (A-2116)
Assistant General Manager (A-2116)
Human Resource Management Division
(Section-3&4)
Sonali Bank Limited
Head Office, Dhaka.