



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office
Motijheel
Dhaka, Bangladesh.

Human Resource Management Division
Officer Management Department(Section-1)
e-mail : dgmhrmd@sonalibank.com.bd
☎ : +8802-9564515 DGM, 9551121 AGM.

NO. HRMD/OMD/SEC-1/8591

Dated : 21 July, 2019

Mr. Rabindra Nath Biswas (G-35667)
Assistant General Manager
Sonali Bank Limited
Regional Office
Narail, Bangladesh.

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২২/৭/১৯
Mr Partho, Eng (IT)

Dear Sir,

Subject : **Sanction of 25 days outside Bangladesh leave with full pay to visit India.**

Reference may please be made to the letter no. 2383 & 2691 dated 12 June, 2019 & 07 July, 2019 of General Manager's Office, Khulna 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 25 days outside Bangladesh leave including transit period and government/ weekly holidays 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 & 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 Mr. Md. Rahmat Ali Khan, Senior Principal Officer, Regional Office, Narail will take over the charges (as additional Charges of his present duties) of the Regional Office, Narail 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, Khulna, 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. Assistant General Manager, Sonali Bank Limited, Regional Office, Narail.
04. Mr. Md. Rahmat Ali Khan, Senior Principal Officer, Sonali Bank Limited, Regional Office, Narail. You will take over the charges (as additional Charges of his present duties) of the Regional Office, Narail during the sanctioned leave period of Mr. Rabindra Nath Biswas.
05. Immigration Officer, All Airports/All Landports, Bangladesh.

Assistant General Manager

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