



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office  
Motijheel  
Dhaka.

Human Resource Management Division

Officer Management Department(Sec-1)

e-mail : dgmhrmd@sonalibank.com.bd

956415, 9551121, 01727346202

NO. HRMD/OMD/SEC-1/9630

Dated : 22 July, 2018

Mr. Sheikh Emanul Haque (G-35486)  
Senior Principal Officer  
Sonali Bank Limited  
General Manager's Office  
Khulna, Bangladesh.

ইনকয়েরন টেকনোলজি ডিভিশন (বিজনেস আইটি)  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা  
তারিখ: 24.07.2018  
এজিএম-১/১/১, এসপিও/সি. মোহাম্মদুল হক (সি.এম.ও.)  
১. উপস্থাপন করুন  
২. আদান করুন  
৩. দ্রুত জবাব দিন  
৪. নথিভুক্ত করুন  
৫. প্রয়োজনীয় পদক্ষেপ দিন  
৬. ....দিখের মধ্যে সম্মানন 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.3900 dated 05 July, 2018 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 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 :**

01. You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited & Government of Bangladesh.
02. It will be treated as leave outside Bangladesh.
03. Over stay in abroad will not be allowed.
04. 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, Khulna, with a request to send us the related joining report of the above officer 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. 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.