



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office  
Motijheel  
Dhaka.

Human Resource Management Division

Officer Management Department(Sec-1)

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NO.HRMD/OMD/SEC-1/9898

Dated : 29 July, 2018

Ms. Israt Jahan (G-35567)  
Senior Principal Officer  
Human Resource Development Division  
Sonal Bank Limited  
Head Office  
Dhaka, Bangladesh.

Dear Sir,

ইনকম্পেন্সন টেকনোলজি ডিভিশন(বিএনসি-আইটি)  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা

তারিখ: 30.07.2018

এসিএম-১/২/৩, এসসিও/সি, প্রোগ্রামার/সি, ইন্সপ (সেক্টর)

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

ক্রি: দাওয়া

ডেপুটি জেনারেল ম্যানেজার

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

Reference may please be made to the letter no. 1594 dated 17 July, 2018 of Human Resource Development Division, Sonali Bank Limited, Head Office, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and divisional recommendation, the authority has sanctioned 15 days leave (outside Bangladesh) including transit period from the date of availing with a permission to visit India & Nepal 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) 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 Deputy General Manager, Human Resource Development Division, Sonali Bank Limited, Head Office, Dhaka, 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  
Sonal Bank Limited  
Head Office Dhaka.