



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-1/9825

Dated : 26 July, 2018

Mr. Gopal Chandra Basak (G-28527)
Assistant General Manager
MIS and Statistics Division
Sonali Bank Limited
Head Office
Dhaka, Bangladesh.

ইনকোর্পোরেশন টেকনোলজি ডিভিশন(বিজনেস ইউটি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: ২৭.০৭.১৮...নম্বর: ৩৬১
একক-১/২/৩, এমপিও/সি. প্রোগ্রামার/সি. ডিভিশন (সেক্টর)

১. উপস্থাপন করুন
২. আলোচন করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ লিখুন
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. 733 dated 05 July, 2018 of MIS and Statistics 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 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, MIS and Statistics Division, Sonali Bank Limited, Head Office, 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. 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.