



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

Phone : 8801121, 01552325317

NO.HRMD/OMD/SEC-1/10122

Dated : 02 August, 2018

Mr. Shorfe Uddin (G-35820)
Senior Principal Officer (Manager)
Sonal Bank Limited
Basaboo Branch
Dhaka, Bangladesh.

Dear Sir,

Subject: Sanction of 15 days leave (outside Bangladesh) with full pay to visit Thailand.

Reference may please be made to the letter no. 3137 dated 18 July, 2018 of Sonali Bank Limited, General Manager's Office, Dhaka-2, Dhaka 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 Thailand 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.

As per approval of the authority Mr. Md. Belayet Hossain (G-33651), Principal Officer, Basaboo Branch, Dhaka will take over the charges of the branch temporarily during your sanctioned leave period.

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, Dhaka-2, Dhaka.
02. The Deputy General Manager, Information Technology Division (Business II), 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, Principal Office, Dhaka East, Dhaka, with a request to send us the related joining report of the above officer specifying the date of leave availed.
04. Manager, Sonali Bank Limited, Basaboo Branch, Dhaka.
05. Mr. Md. Belayet Hossain (G-33651), Principal Officer, Sonali Bank Limited, Basaboo Branch, Dhaka.
06. Immigration Officer, All Airports, Bangladesh.

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