



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-1/10324

Mr. Mohammad Khairul Alam (G-26107)  
Assistant General Manager  
Sonali Bank Limited  
Principal Office, Mirpur  
Dhaka, Bangladesh.

০৭/০৮/২০১৮  
Dated 07. August, 2018

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

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. 3273 dated 29 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, Dhaka-2, Dhaka, 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) Staying in abroad will not be allowed over the sanctioned leave. Before traveling you will have to submit an undertaking in this division vetted by Bank's Panel Lawyer mentioning that you will not stay in abroad over the sanctioned leave.
- 4) This sanction letter will remain valid for 03 (three) months from the date of issue.

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 IT), 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, Mirpur, Dhaka, with a request to send us the related undertaking vetted by Bank's Panel Lawyer mentioning that he will not stay in abroad over the sanctioned leave. They are also requested to send as the related joining report of the above Executive specifying the date of leave availed.
- 04) 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.