



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  
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NO.HRMD/OMD/SEC-1/10169

06:08

Dated : 05 August, 2018

Ms. Saida Nasrin (G-35474)  
Senior Principal Officer  
Micro Credit Division  
Sonali Bank Limited  
Head Office  
Dhaka, Bangladesh.

টেকসনির ডিভিশন(বিভাগ) কর্তৃক  
প্রাপ্ত ডিভিউড অর্ডার নম্বর: ১০১৬৯  
তারিখ: ০৫/০৮/১৮

১. উপস্থাপন করণ  
২. যাচাইপত্র করণ  
৩. প্রাপ্ত জরুরি দিন  
৪. নথি তুলে রাখা  
৫. প্রয়োজনীয় পদক্ষেপ নিন  
৬. .... দিনের মধ্যে সম্পাদন করণ

ডেপুটি ম্যানেজারের 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. 688 dated 19 July, 2018 of Micro Credit 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,

Sd/-

(Md. Nurullah Khan)  
Assistant General Manager

**Copy forward for kind information & necessary action to:**

01. The Deputy General Manager, Micro Credit 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  
Md. Nurullah Khan  
Assistant General Manager  
Human Resources Mgt. Division  
Sonali Bank Limited  
Head Office, Dhaka.