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
[illegible]6415, 9551121, 01552325317

ইনফরমেশন টেকনোলজি ডিভিশন (বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ 12.08 নম্বর 9100
১. উপস্থাপন করুন
২. আলাপ করুন
৩. ফ্রন্ট জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬. .....দিনের মধ্যে সম্পাদন করুন
ডেপুটি জেনারেল ম্যানেজার

NO. HRMD/OMD/SEC-1/10499 Dated : 09 August, 2018

Mr. Manish Baran Saha (G-26673)
Deputy General Manager
Sonali Bank Limited
Mymensingh Corporate Branch
Mymensingh, Bangladesh.

Sir,

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

Reference may please be made to the letter no.1793 dated 20 June, 2018 of General Manager's Office, Mymensingh on the captioned subject.

We have the pleasure to advise you that in consideration of your application and recommendation of General Manager's Office, the Executive Committee of the Board of Directors of Sonali Bank Limited in their 71st meeting held on 31 July, 2018 has sanctioned15 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) The Period of traveling will be adjusted from earned leave.
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. Mahbubul Islam Khan, Assistant General Manager, Mymensingh Corporate Branch, Mymensingh will take over the charges of the Branch temporarily during your 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, Mymensingh, 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. The Deputy General Manager, Sonali Bank Limited, Mymensingh Corporate Branch, Mymensingh.
04. Mr. Md. Mahbubul Islam Khan, Assistant General Manager, Sonali Bank Limited, Mymensingh Corporate Branch, Mymensingh.
05. Immigration Officer, All Airports/All Land Ports, Bangladesh.

Assistant General Manager

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

Adv.Fr.DGM