



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-1/10695

Ms. Moly Chanda (G-18241)
Senior Principal Officer
Govt. Accounts & Services Division
Sonali Bank Limited
Head Office
Dhaka, Bangladesh.

সোনালী ব্যাংক লিমিটেড (প্রাথমিক বিবরণী)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ: 14.08.2018
ক্রমিক নং: 4124
১. উপস্থাপন করা হল
২. প্রাপ্তি
৩. প্রতিক্রিয়া
৪. ফলাফল
৫. প্রয়োজনীয় পদক্ষেপ
৬. প্রয়োজনীয় পদক্ষেপ
৬. প্রয়োজনীয় পদক্ষেপ

Dated : 14 August, 2018

Dear Sir,

Subject : **Sanction of 30 days leave (outside Bangladesh) with full pay to visit India.**

Reference may please be made to the letter no. 1317 dated 13 August, 2018 of Govt. Accounts & Services 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 30 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, Govt. Accounts & Services 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 Kha.
Assistant General Manager
Human Resources Mgt. Division
Sonali Bank Limited
Head Office, Dhaka.