



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-1/10882

Mr. Nitai Chandra Howlader (G-29411)
Assistant General Manager
Central Accounts Division (Operation)
Sonal Bank Limited
Head Office
Dhaka, Bangladesh.

১. উদ্দেশ্য কয়জন
২. আসার কারণ
৩. পাতক হওয়ার দিন
৪. বৈধকাল কয়জন
৫. পরামর্শদাতার প্রায়শ্চিত্ত ফিট
৬. ইচ্ছিত্রের প্রায়শ্চিত্ত ফিট

Dated : 20 August, 2018

বিঃখসম

Dear Sir,

Subject : **Sanction of 20 days leave (outside Bangladesh) with full pay to visit India.**

Reference may please be made to the letter no. 1706 dated 12 August, 2018 of Central Accounts Division (Operation), 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 20 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, Central Accounts Division (Operation), Sonali Bank Limited, Head Office, Dhaka, 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. Immigration Officer, All Airports/All Landports, Bangladesh.

Assistant General Manager

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