



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office  
Motijheel  
Dhaka.

Human Resource Management Division

Officer Management Department(Sec-1)

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ইনফরমেশন টেকনোলজি ডিভিশন(সিকিউরিটি আইটি)  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা

তারিখ: 20.08.2018

এডিং-১/২/৩, এমপিও/সি, মোমেনসিংহ, ইকর (সেক্টর)

১. উপস্থাপন করুন  
২. আলাপ করুন  
৩. দ্রুত জবাব দিন  
৪. নথিভুক্ত করুন  
৫. প্রয়োজনীয় পদক্ষেপ নিন  
৬. ....দিনের মধ্যে সম্পাদন করুন

ডেপুটি জেনারেল ম্যানেজার

NO. HRMD/OMD/SEC-1/10871

Dated : 19 August, 2018

Mr. Manash Kanti Sanyal (C-36600)  
Senior Principal Officer  
Sonali Bank Limited  
Kishoreganj Branch  
Kishoreganj, Bangladesh.

Dear Sir,

Subject : **Sanction of 41 days leave (outside Bangladesh) with full pay to visit India.**

Reference may please be made to the letter no. 2218 dated 02 August, 2018 of General Manager's Office, Mymensingh on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, the authority has sanctioned 41 days leave (outside Bangladesh) including transit period from the date of availing with a permission to visit India under the following terms & conditions:

**Conditions :**

01. You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited & Government of Bangladesh.
02. It will be treated as leave outside Bangladesh.
03. Over stay in abroad will not be allowed.
04. 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, Mymensingh.
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, Kishoreganj.
04. The Assistant General Manager (Incumbent), Sonali Bank Limited, Kishoreganj Branch, Kishoreganj, with a request to send us the related joining report of the above officer specifying the date of leave availed.
05. 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.