

NO.HRMD/OMD/SEC-1/10833

Dated : 19 August, 2018

Ms. Afia Hossain (C-36753)  
Senior Principal Officer (Manager)  
Sonal Bank Limited  
Station Road Branch  
Dinajpur, Bangladesh.

Dear Sir,

সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা  
তারিখ: ২০.০৮.১৮  
ক্রমিক নং: HRMD/OMD/SEC-1/10833  
১. উপস্থাপন করুন  
২. আলোচনা করুন  
৩. দ্রুত আবেদন দিন  
৪. নথিভুক্ত করুন  
৫. প্রয়োজনীয় পদক্ষেপ দিন  
৬. ....দিনের মধ্যে সম্পাদন করুন  
ডেপুটি হেন্ডারস ম্যানেজার

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

Reference may please be made to the letter no. 5695 dated 24 July, 2018 of Sonali Bank Limited, General Manager's Office, Rangpur 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 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.

As per approval of the authority Mr. Md. Amjad Hossain, Senior Officer, Station Road Branch, Dinajpur will take over the charges of the branch temporarily during your sanctioned 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, Rangpur.
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, Dinajpur, with a request to send us the related joining report of the above officer specifying the date of leave availed.
04. Manager, Sonali Bank Limited, Station Road Branch, Dinajpur.
05. Mr. Md. Amjad Hossain, Senior Officer, Sonali Bank Limited, Station Road Branch, Dinajpur.
06. Immigration Officer, All Airports, Bangladesh.

Assistant General Manager

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