



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-1/10807

Mr. Prabir Kumar Chanda (G-27622)
Assistant General Manager
Human Resource Development Division
Sonal Bank Limited
Head Office
Dhaka, Bangladesh.

ইতিমধ্যে প্রেরণ করা হয়েছে
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: 20.08.2018
ক্রমিক নং: ১১২০৪
১. উপস্থাপন করুন
২. আদেশ করুন
৩. প্রাপ্য অর্থের দিন
৪. অর্থিত করুন
৫. প্রয়োজনীয় পত্রাদান দিন
৬. নির্দেশের মধ্যে সম্পাদন করুন
ডেপুটি জেনারেল ম্যানেজার

Dated : 19 August, 2018

Dear Sir,

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

Reference may please be made to the letter no. 1781 dated 31 July, 2018 of Human Resource Development 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 15 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, Human Resource Development Division, 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.