



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office

Motijheel

Dhaka, Bangladesh.

Human Resource Management Division  
Officer Management Department(Section-1)

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NO. HRMD/OMD/SEC-1/11158

Mr. Md. Aynal Hossain (G-16084)  
Senior Principal Officer (Joint Custodian, General)  
Sonali Bank Limited  
Jessore Corporate Branch  
Jessore, Bangladesh.

Dear Sir,

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

Reference may please be made to the letter no. 4293 dated 09 August, 2018 of General Manager's Office, Khulna 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 and government/weekly holidays from the date of availing with a permission to visit France 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. Idris Ali, Senior Principal Officer, Jessore Corporate Branch, Jessore will take over the charges of Joint Custodian (General) 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, Khulna.
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, Jessore.
04. The Assistant General Manager (Incumbent), Sonali Bank Limited, Jessore Corporate Branch, Jessore, with a request to send us the related joining report of the above officer specifying the date of leave availed.
05. Mr. Md. Idris Ali, Senior Principal Officer, Sonali Bank Limited, Jessore Corporate Branch, Jessore.
06. Immigration Officer, All Airports, Bangladesh.

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