



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION  
OFFICER MANAGEMENT DEPARTMENT  
(SECTION-2)

Head Office, Dhaka-1000, Bangladesh.

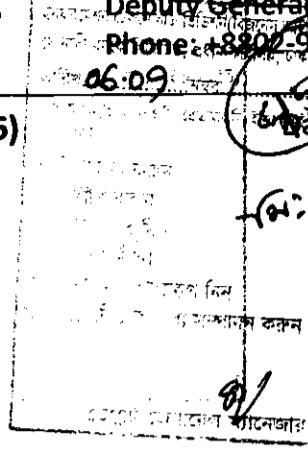
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Deputy General Manager

Phone: +8802-9564515



NO.HO/HRMD/OMD/SEC-2/(PF-13/17)/ 11264(1-6)

Dated: 06 September, 2018

MOHAMMED ENAMUL HAQUE (G-23297)

(Passport No-BW 0202761)

Principal Officer (Manager)

Sonali Bank Limited

Sreebordi Branch, Sherpur

Bangladesh.

**Subject: Sanction of 28 days leave (Outside Bangladesh) with full pay to visit in United Kingdom.**

Dear Sir,

Reference letter No. 2266 dated the 08 August, 2018 of General Manager's Office, Mymensingh, on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Mymensingh the authority has sanctioned 28 days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit in United Kingdom under the following terms & conditions:-

- You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited/Government of Bangladesh.
- This sanctioned leave will be treated as Leave outside Bangladesh.
- Staying abroad over the sanctioned leave is strictly prohibited.
- This sanctioned letter will remain valid for 03(three) months from the date of issue.

Yours faithfully,

Sd/-

(Md. Nurullah Khan)

Assistant General Manager

Phone: +8802-9551121

**Copy forwarded for kind information & necessary action to:-**

01. General Manager, Sonali Bank Limited, General Manager's Office, Mymensingh. As per their proposal Mr. Md. Mostofa Kamal (C-37567), Principal Officer, Regional Office, Sherpur will hold the charge of Manager temporarily on leave of of Mr. Mohammed Enamul Haque.
02. Deputy General Manager, Information Technology Division (Business IT), Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the Leave (Outside Bangladesh) sanction letter in the Bank's website.
03. Assistant General Manager, Sonali Bank Limited, Regional Office, Sherpur 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, Sreebordi Branch, Sherpur.
05. Immigration Officer, All Airports/All Land Ports, Bangladesh.
06. Mr. Md. Mostofa Kamal (C-37567), Principal Officer, Sonali Bank Limited, Regional Office, Sherpur

Assistant General Manager

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