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-1/11337

Dated : 06 September, 2018

Mr. Md. Nazrul Islam (G-34601)
Assistant General Manager (Incumbent)
Sonali Bank Limited
Rajshahi Corporate Branch
Rajshahi, Bangladesh.

Dear Sir,

Subject: Sanction of 30 days Earn leave (outside Bangladesh) with full pay to visit India.

Reference may please be made to the letter no. 3362 dated 13 August, 2018 of Sonali Bank Limited, General Manager's Office, Rajshahi 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 30 days Earn leave (outside Bangladesh) including transit period and government/weekly holidays 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 Earn 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. Ismail Hoque (G-16878), Assistant General Manager, Sonali Bank Limited, Principal Office, Rajshahi will take over the charges of the Rajshahi Corporate Branch, Rajshahi 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, Rajshahi.
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, Rajshahi, with a request to send us the related joining report of the above Executive specifying the date of leave availed.
04. The Assistant General Manager (Incumbent), Sonali Bank Limited, Rajshahi Corporate Branch, Rajshahi.
05. Mr. Md. Ismail Hoque (G-16878), Assistant General Manager, Sonali Bank Limited, Principal Office, Rajshahi.
06. 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.

AdV. Fr. SEO & AGM