



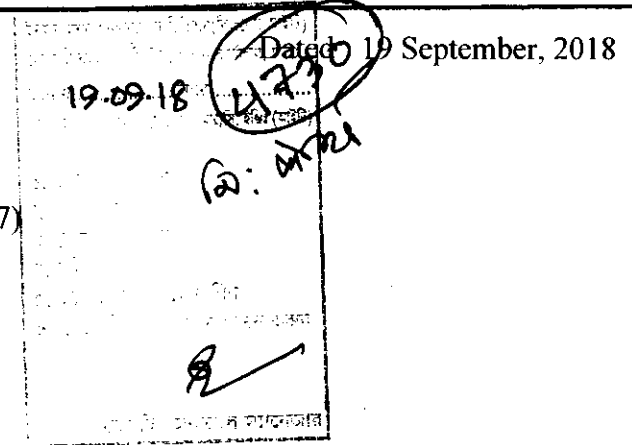
সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

Head Office
Motijheel
Dhaka, Bangladesh.

Human Resource Management Division
Officer Management Department(Section-1)
e-mail : dgmhrmd@sonalibank.com.bd
☎ : +8802-956415, 9551121, 01552325317

NO.HRMD/OMD/SEC-1/11620

Mr. Sudarsan Kumar Kundu (G-36068)
Senior Principal Officer
Human Resource Management Division (Section-7)
Sonali Bank Limited
Head Office
Dhaka, Bangladesh.



Dear Sir,

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

Reference your application dated 12 September, 2018 on the captioned subject.

We have to advise you that in consideration of your application, the authority has sanctioned 15 days earned 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. The Period of traveling will be adjusted from earned leave.
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, Information Technology Division (Business IT), Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the letter in the Bank's website.
02. The Assistant General Manager, Human Resource Management Division (Section-7), Sonali Bank Limited, Head Office, Dhaka.
03. 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.