



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office

Motijheel

Dhaka, Bangladesh.

Human Resource Management Division

Officer Management Department(Sec-1)

E-Mail : dgmpmd@sonalibank.com.bd

☎ : 9564515, 9551121, 01552325317

NO. HRMD/OMD/SEC-1/12095

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১. উপস্থাপন করা
২. পরামর্শ করা
৩. দৃষ্টিভঙ্গি
৪. মতামত
৫. কার্যক্রম
৬. কার্যক্রম
৭. কার্যক্রম

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Dated : 24 September, 2018

Mr. A T M Mahabubul Alam (G-35971)
Senior Principal Officer (Manager)
Sonali Bank Limited
Bangabandhu Jatio Stadium Branch
Dhaka, Bangladesh.

Dear Sir,

Subject: **Permission to visit India for 15 days.**

Reference may please be made to the letter no. 4199 dated 17 September, 2018 of Sonali Bank Limited, General Manager's Office, Dhaka-1, Dhaka 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 allowed you to visit India for 15 days (during mandatory recreation leave from 16 to 30 October, 2018) including transit period 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 mandatory recreation leave.
- 3) Staying in abroad will not be allowed over the sanctioned period.

As per approval of the authority Mr. Liton Basak (C-37515), Principal Officer, Sonali Bank Limited, Bangabandhu Jatio Stadium Branch, Dhaka will take over the charges of the Branch temporarily during your mandatory 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, Dhaka-1, Dhaka.
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, Bangabandhu Avenue (Dhaka Central), Dhaka, with a request to send us the related joining report of the above Officer specifying the date of leave availed.
04. The Manager, Sonali Bank Limited, Bangabandhu Jatio Stadium Branch, Dhaka.
05. Mr. Liton Basak (C-37515), Principal Officer, Sonali Bank Limited, Bangabandhu Jatio Stadium Branch, Dhaka.
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.