



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.PMD/HRMD/SEC-2/(PF-18127)/

MD SAGIR AHMED (C-42182)

(Passport No-BM 0975162)

Principal Officer

Legal Matters Division

Sonali Bank Limited

Head Office, Dhaka

Bangladesh.

ই-সনালী ব্যাংক লিমিটেড (সোনালী ব্যাংক লিমিটেড)  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা  
তারিখ: ৩০/৯/২০১৮  
ক্রমিক: ১/২৩০, এসপিওসি, সোনালী ব্যাংক লিমিটেড, ঢাকা

১. উপস্থাপন করুন
২. আলাপ করুন
৩. প্রকৃত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬. ....দিনের মধ্যে সম্পাদন করুন

ডেপুটি জেনারেল ম্যানেজার

Dated : 30 SEPTEMBER, 2018

**Subject : Sanction of 10 (Ten) days leave (Outside Bangladesh) with full pay to visit in India & Nepal.**

Dear Sir,

Reference may please be made to the letter No. 1709 dated the 12 September, 2018 of Legal Matters Division, Sonali Bank Limited, Head Office, Dhaka on the captioned subject.

We have to advise that in consideration of your application and recommendation of Legal Matters Division, Sonali Bank Limited, Head Office, Dhaka the authority has sanctioned 10 days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit in India & Nepal 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:-**

- Deputy General Manager, Legal Matters Division, Sonali Bank Limited, Head Office, Dhaka with a request to send us the related joining report of the above officer specifying the date of leave availed.
- 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.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.

  
Assistant General Manager

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