



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office

Motijheel

Dhaka, Bangladesh.

Human Resource Management Division  
Officer Management Department(Section-1)

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ইনকোর্পোরেটেড কোম্পানীর নিবন্ধিত ঠিকানা  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।  
তারিখ: ০৯.১০.১৮  
ক্রমিক-সংখ্যা: ১৮৯/১৮. এপিও/সি. প্রোগ্রামার/সি. ইআর (সেক্টর)  
১. উপস্থাপন করুন  
২. আলাপ করুন  
৩. দ্রুত জবাব দিন  
৪. নথিভুক্ত করুন  
৫. প্রয়োজনীয় পদক্ষেপ নিন  
৬. ....দিনের মধ্যে সম্পাদন করুন  
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ডেপুটি জেনারেল ম্যানেজার

NO.HRMD/OMD/SEC-1/12679

Dated : 08 October, 2018

Mr. Md. Shamsur Rahman (G-36055)  
Senior Principal Officer  
Sonali Bank Limited  
Principal Office  
Chuadanga, Bangladesh.

Dear Sir,

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

Reference may please be made to the letter no. 2817 dated 17 September, 2018 of Sonali Bank Limited, General Manager's Office, Faridpur 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 15 days earned leave (outside Bangladesh) including transit period and government/weekly holidays from the date of availing with a permission to visit India, Nepal & Bhutan 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 General Manager, Sonali Bank Limited, General Manager's Office, Faridpur.
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, Chuadanga, with a request to send us the related joining report of the above officer specifying the date of leave availed.
04. 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.