



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-1/12680

Dated : 08 October, 2018

Mr. Mohammad Nurul Abedin (G-29378)
Assistant General Manager (Incumbent)
Sonali Bank Limited
Narsingdi Branch
Narsingdi, Bangladesh.

Dear Sir,

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

Reference may please be made to the letter no. 4173 dated 16 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 sanctioned 15 days outside Bangladesh leave 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.

As per approval of the authority Mr. Madhu Sudan Das (G-17971), Senior Principal Officer, Sonali Bank Limited, Narsingdi Branch, Narsingdi will take over the charges of the Branch 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, 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, Narsingdi, 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, Narsingdi Branch, Narsingdi..
05. Mr. Madhu Sudan Das (G-17971), Senior Principal Officer, Sonali Bank Limited, Narsingdi Branch, Narsingdi.
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.