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
ইনফোলাইন : +৮৮০২-২৩৩৮১৯৯৫১১২১, 01552325317

সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ 17.10.2018
এডিএম-১/২/১, এসপিও/পি, কোমাম/এসি, হিউ (অফিস)
১. উপস্থাপন করুন
২. আলাপ করুন
৩. ব্যবস্থা নিন
৪. লিপিবদ্ধ করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬. .....দিনের মধ্যে সম্পাদন করুন
ডেপুটি জেনারেল ম্যানেজার

NO. HRMD/OMD/SEC-1/13197 Dated : 16 October, 2018

Mr. Photon C Sutradhar (G-35944)
Senior Principal Officer (Joint Custodian, General)
Sonali Bank Limited
Narsingdi Branch
Narsingdi, Bangaladesh.

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. 4137 & 4511 dated 13 September, 2018 & 08 October, 2018 of 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. Md. Nadir Hossain, Principal Officer, Narsingdi Branch, Narsingdi will take over the charges of Joint Custodian (General) 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.
04. The Assistant General Manager (Incumbent), Sonali Bank Limited, Narsingdi Branch, Narsingdi, with a request to send us the related joining report of the above officer specifying the date of leave availed.
05. Mr. Md. Nadir Hossain, 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.

AdV. Fr. SEO & AGM