



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office
Motijheel
Dhaka, Bangladesh.

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

ইময়রমেন্ট ডিভিশন অফিসার ম্যানেজমেন্ট ডিভিশন (সেকশন-১)
সোনালী ব্যাংক লিমিটেড প্রধান কার্যালয়, মোতিহেল, ঢাকা
তারিখ: 13.10.2018
এইচএম-১/১/৩, এমিগ্রেশন অফিসারের কার্যালয়

hrmd@sonalibank.com.bd
956415, 9551121, 01552325317

NO.HRMD/OMD/SEC-1/13236

Mr. Kongkon Kumar Dutta (G-36393)
Senior Principal Officer (Manager)
Sonal Bank Limited
Fulbarigate Branch
Khulna, Bangladesh.

Dated : 16 October, 2018

১. উপস্থাপনা করুন
২. প্রস্তাব করুন
৩. বাকি অবশিষ্ট দিন
৪. সমিতিতে কখন
৫. প্রস্তাবের প্রত্যাশিত ফলাফল
৬. প্রস্তাবের প্রত্যাশিত তারিখ

ডেপুটি জেনারেল ম্যানেজার

Dear Sir,

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

Reference may please be made to the letter no. 4841 & 6045 dated 18 September, 2018 & 03 October, 2018 of Sonali Bank Limited, General Manager's Office, Khulna 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. Hafizur Rahman, Senior Principal Officer, Sonali Bank Limited, Principal Office, Khulna 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, Khulna.
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, Khulna, with a request to send us the related joining report of the above officer specifying the date of leave availed.
04. Manager, Sonali Bank Limited, Fulbarigate Branch, Khulna.
05. Mr. Md. Hafizur Rahman, Senior Principal Officer, Sonali Bank Limited, Principal Office, Khulna.
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.