



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

956415, 9551121, 01552325317

সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা

তারিখ: 21-10-2018

১. উপস্থাপন করুন
২. আলাপ করুন
৩. ব্রাং হবার দিন
৪. নথিভুক্ত করেন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬.দিনের মধ্যে সম্পাদন করুন

ডেপুটি জেনারেল ম্যানেজার

NO.HRMD/OMD/SEC-1/13308

Dated : 17 October, 2018

Mr. Monotosh Sarkar (G-35940)
Assistant General Manager
Sonali Bank Limited
Daulatpur Corporate Branch
Khulna, Bangladesh.

Dear Sir,

Subject: Sanction of 10 days outside Bangladesh leave with full pay to visit India.

Reference may please be made to the letter no. 6079 dated 07 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 10 days outside Bangladesh leave including transit period and government/weekly holidays from 21 October, 2018 with a permission to visit India after participation and completion all related formalities of the Training Programme on "Leadership Development for Branch Manager" to be held on 15-20 October, 2018 in Pune, India under the following terms & conditions:

Conditions :

1. You will have to bear all expenses of your personal India 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, 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, Daulatpur Corporate Branch, Khulna, with a request to send us the related joining report of the above Executive 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.