



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

ফোন নম্বর : ১১১১১১১১, ০১৫৫২৩২৫৩১৭

সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, মতিঝিল

তারিখ: ২১-১০-১৮

Dated : 18 October, 2018

ওডিএম-১/২/১০, এনপিও/সি, ডেপুটি জেনারেল ম্যানেজার

১. উপস্থাপন করুন
২. আলোচন করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. এনোন্সরীয়ে পদক্ষেপ দিন
৬.দিনের মধ্যে সম্পাদন করুন

ডেপুটি জেনারেল ম্যানেজার

NO. HRMD/OMD/SEC-1/12408

Mr. Md. Shirajul Islam (G-17759)
Senior Principal Officer (Joint Custodian, General)
Sonali Bank Limited
Dargagate Corporate Branch
Sylhet, Bangladesh.

Dear Sir,

Subject : **Sanction of 14 days outside Bangladesh leave with full pay to visit London (U.K.)**

Reference may please be made to the letter no. 3077 dated 02 October, 2018 of General Manager's Office, Sylhet 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 14 days outside Bangladesh leave including transit period and government/weekly holidays from the date of availing with a permission to visit London (U.K.) 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 Ms. Polly Saha (C-36621), Senior Principal Officer, Dargagate Corporate Branch, Sylhet 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, Sylhet.
- ✓ 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, Dargagate Corporate Branch, Sylhet, with a request to send us the related joining report of the above officer specifying the date of leave availed.
04. Ms. Polly Saha (C-36621), Senior Principal Officer, Sonali Bank Limited, Dargagate Corporate Branch, Sylhet.
05. Immigration Officer, All Airports, Bangladesh.

Assistant General Manager

Md. Nurullah Khan
Assistant General Manager
Human Resources Mgt. Division
Sonali Bank Limited
Head Office, Dhaka.