



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

Phone : 8802-955115, 9551121, 01552325317

NO.HRMD/OMD/SEC-1/13210

Mr. Debasish Samadder (G-34564)  
Assistant General Manager  
Sonali Bank Limited  
Bangabandhu Avenue Corporate Branch  
Dhaka, Bangladesh.

Dear Sir,

Dated : 18 October, 2018

ইনফরমেশন প্রকৌশল বিভাগ (বিজনেস আইটি)  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা

তারিখ: ১৮-১০-১৮

একি: ১৩/১৩, এলপিও/সি, সেক্টর ১০/ডি, মতিবীহা

১. উপস্থাপন করুন  
২. মসাদপ করুন  
৩. সন্ত জবাব দিন  
৪. প্রতিক্রিয়া করুন  
৫. প্রয়োজনীয় সম্মতি দিন  
৬. প্রয়োজনীয় সম্মতি সম্পাদন করুন

ডেপুটি জেনারেল ম্যানেজার

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

Reference may please be made to the letter no. 1828 dated 10 October, 2018 of Sonali Bank Limited, Bangabandhu Avenue Corporate Branch, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and recommendation of Bangabandhu Avenue Corporate Branch, 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.

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, Bangabandhu Avenue Corporate Branch, Dhaka, with a request to send us the related joining report of the above Executive specifying the date of leave availed.
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. 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.