



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office, Dhaka-1000, Bangladesh.

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HUMAN RESOURCE MANAGEMENT DIVISION

OFFICER MANAGEMENT DEPARTMENT

(SECTION-2)

General Manager

+8802-9564515

NO.HO/HRMD/OMD/SEC-2/(PF-14652)/

MD HABIBUR RAHMAN (C-37531)

(Passport No-BP 0507423)

Principal Officer (Manager)

Sonali Bank Limited

Terokhada Branch, Khulna

Bangladesh.

সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা-১০০০  
তারিখ: ২১.১০.২০১৮

১. উপস্থাপন করুন  
২. অস্বীকার করুন  
৩. তত্ত্বাবধানে রাখুন  
৪. পরিশোধ করুন  
৫. প্রয়োজনীয় পদক্ষেপ নিন  
৬. প্রয়োজনীয় পদক্ষেপ নিন

ডেপুটি জেনারেল ম্যানেজার

Dated : 18 OCTOBER, 2018

Subject : Sanction of 10 (Ten) days leave (Outside Bangladesh) with full pay to visit in India.

Dear Sir,

Reference may please be made to the letter No.6149 dated the 10 October, 2018 of General Manager's Office, Khulna on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Khulna the authority has sanctioned 10 days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit in India under the following terms & conditions:-

- You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited/Government of Bangladesh.
- This sanctioned leave will be treated as Leave outside Bangladesh.
- Staying abroad over the sanctioned leave is strictly prohibited.
- This sanctioned letter will remain valid for 03(three) months from the date of issue.

Yours faithfully,

Sd/-

(Md. Nurullah Khan)

Assistant General Manager

Phone: +8802-9551121

**Copy forwarded for kind information & necessary action to:-**

- General Manager, Sonali Bank Limited, General Manager's Office, Khulna. As per their proposal Mr.Pankoj Sana (C-43618), Senior Officer, Terokhada Branch, Khulna will hold the charge of Manager temporarily on leave of of Mr. Md. Habibur Rahman.
- Deputy General Manager, Information Technology Division (Business IT), Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the Leave (Outside Bangladesh) sanction letter in the Bank's website.
- 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.
- Manager, Sonali Bank Limited, Terokhada Branch, Khulna.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.
- Mr.Pankoj Sana (C-43618), Senior Officer, Sonali Bank Limited, Terokhada Branch, Khulna.

Assistant General Manager

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