



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office

Motijheel

Dhaka, Bangladesh.

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

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NO.HRMD/OMD/SEC-1/13505

Dated : 23 October, 2018

Mr. Md. Parvez Ahmed (C-38063)  
Senior Principal Officer (Manager)  
Sonali Bank Limited  
Patiya Branch  
Chittagong, Bangladesh.

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. 3889 dated 14 October, 2018 of Sonali Bank Limited, General Manager's Office, Chittagong 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. Gazi Mohammad Asif Iqbal, Principal Officer(Joint Custodian, General), Sonali Bank Limited, Patiya Branch, Chittagong 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, Chittagong.
- ✓ 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 Assistant General Manager (Incharge), Sonali Bank Limited, Principal Office, Patiya, Chittagong, 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, Patiya Branch, Chittagong.
05. Mr. Gazi Mohammad Asif Iqbal, Principal Officer (Joint Custodian, General), Sonali Bank Limited, Patiya Branch, Chittagong.
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.