



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office  
Motijheel  
Dhaka, Bangladesh.

Human Resource Management Division  
Officer Management Department(Sec-1)  
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Phone: 9564515, 9551121, 01709648168

NO. HRMD/OMD/SEC-1/13511

Mr. Mohammed Alauddin (21568)  
General Manager  
Sonali Bank Limited  
General Manager's Office  
Rajshahi, Bangladesh.

২৪/১০/১৮

১. উপস্থাপন করা  
২. বিবেচনা করা  
৩. প্রস্তাব গ্রহণ করা  
৪. দৃষ্টিভিত্তিক মতামত  
৫. প্রয়োজনীয় পত্রাক্রম দিন  
৬. ....বিরোধী মতামত সম্পাদন করুন

ডেপুটি জেনারেল ম্যানেজার

Dated : 24 October, 2018

Sir,

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

Reference may please be made to the letter no. 3971 dated 10 October, 2018 of General Manager's Office, Rajshahi on the captioned subject.

We have the pleasure to advise you that in consideration of your application and recommendation of General Manager's Office, the Executive Committee of the Board of Directors of Sonali Bank Limited in their 74th meeting held on 21 October, 2018 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. Enamul Hoque, General Manager, General Manager's Office, Rangpur will take over the charges of the General Manager's Office, Rajshahi temporarily during your leave period.

Yours Faithfully,

S/d-

(Mohammed Anwar Hossain)  
Deputy General Manager

**Copy forward for information & necessary action to:**

- 01) General Manager, Sonali Bank Limited, General Manager's Office, Rajshahi.
- 02) Mr. Enamul Hoque, General Manager, Sonali Bank Limited, General Manager's Office, Rangpur.
- 03) 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.
- 04) Immigration Officer, All Airports/All Land Ports, Bangladesh.

Deputy General Manager

MOHAMMED ANWAR HOSSAIN  
Deputy General Manager  
Human Resource Management Division  
Sonali Bank Limited  
Head Office, Dhaka.