



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office

Motijheel

Dhaka, Bangladesh.

Human Resource Management Division

Officer Management Department(Section-1)

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ইনফরমেশন টেকনোলজি ডিভিশন (বিজনেস আইটি)  
সোনালী ব্যাংক লিমিটেড, প্রকৌশল বিভাগ, সেকশন-১  
তারিখ: ২৪/১০/১৮  
এক্সেস নং/৩, কপি নং/১, প্রোগ্রামিং ই-৩ (আইটি)

১. উপস্থাপন করান  
২. আলাপ করান  
৩. দ্রুত জবাব দিন  
৪. নথিভুক্ত করান  
৫. প্রয়োজনীয় পদক্ষেপ নিন  
৬. ....দিনের মধ্যে সম্পাদন/করান

ডেপুটি জেনারেল ম্যানেজার

NO. HRMD/OMD/SEC-1/13572

Dated : 24 October, 2018

Mr. Dilip Kumar Roy (G-23054)  
Assistant General Manager  
Sonali Bank Limited  
General Manager's Office  
Sylhet, 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. 3050 dated 30 September, 2018 of Sonali Bank Limited, 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 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, Sylhet, 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.