



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION
OFFICER MANAGEMENT DEPARTMENT
(SECTION-2)

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Deputy General Manager
Phone: +8802-9564515

NO.PMD/HRMD/SEC-2/(PF-18461)/13968(1-3)

Dated : 01 November, 2018

BILKISH AHMED (C-41753)

(Passport No-BK 0606599)

Principal Officer

Sonali Bank Limited

Local Office, Dhaka

Bangladesh.

Subject : Sanction of 12 (Twelve) days leave (Outside Bangladesh) with full pay to visit in Nepal & Bhutan.

Dear Sir,

Reference may please be made to the letter No. 2190 dated the 16 October, 2018 of Sonali Bank Limited, Local Office, Dhaka on the captioned subject.

We have to advise that in consideration of your application and recommendation of Sonali Bank Limited, Local Office, Dhaka the authority has sanctioned 12 days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit in Nepal & Bhutan 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:-

01. General Manager, Sonali Bank Limited, Local Office, Dhaka with a request to send us the related joining report of the above officer specifying the date of leave availed.
- 1396802 02. 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.
03. Immigration Officer, All Airports, Bangladesh.

Assistant General Manager

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