



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office

Motijheel

Dhaka, Bangladesh.

5826

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

e-mail: dgmrmd@sonalibank.com.bd

Phone: 8802-95645, 9551121, 01552325317

08.11.18

NO.HRMD/OMD/SEC-1/13556

Mr. Shah Nazmul Huda (G-28517)
Senior Principal Officer (Manager)
Sonali Bank Limited
Halishahar Housing Estate Branch
Chittagong, Bangladesh.

১. উপস্থাপন করেন
২. প্রস্তাব করেন
৩. প্রস্তাব গ্রহণ করেন
৪. মঞ্জুর করেন
৫. প্রয়োজনীয় কার্যক্রম দিন
৬.নিচের মধ্যে স্বাক্ষর করেন

Md. Nurullah Khan

স্বাক্ষরিত

সোনালী ব্যাংক লিমিটেড

Dated : 01 November, 2018

Dear Sir,

Subject : **Sanction of 15 days outside Bangladesh leave with full pay to visit Singapore, Nepal & Bhutan.**

Reference may please be made to the letter no. 3787 dated 08 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 Singapore, Nepal & Bhutan 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 Ms. Monwara Akter, Principal Officer, Sonali Bank Limited, Halishahar Housing Estate 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 Deputy General Manager, Sonali Bank Limited, Principal Office, Chittagong-South, Chittagong, with a request to send us the related joining report of the above officer specifying the date of leave availed.
04. The Manager, Sonali Bank Limited, Halishahar Housing Estate Branch, Chittagong.
05. Ms. Monwara Akter, Principal Officer, Sonali Bank Limited, Halishahar Housing Estate Branch, Chittagong.
06. Immigration Officer, All Airports, Bangladesh.

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