



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office

Motijheel

Dhaka, Bangladesh.

Human Resource Management Division

Officer Management Department(Sec-1)

e-mail : dgmhrmd@sonalibank.com.bd

8802-9564115, 9551121, 01552325317

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১. উপস্থাপনা করণ  
২. অধোগ করণ  
৩. প্রাপ্ত হবার তারিখ  
৪. নথিভুক্তকরণ  
৫. প্রয়োজন হলে পরামর্শ গ্রহণ  
৬. বিচারক অথবা সম্পাদক করণ

০৩৭৮৮ সোনালী ব্যাংক লিমিটেড

NO. HRMD/OMD/SEC-1/14063

Mr. Zakir Hossain Khan (G-21567)  
Deputy General Manager  
Sonali Bank Limited  
Prime Minister's Office Corporate Branch  
Dhaka, Bangladesh.

Dated : 07 November, 2018

Dear Sir,

Subject : **Sanction of 08 days outside Bangladesh leave with full pay to visit India.**

Reference may please be made to the letter no. 4765 dated 25 October, 2018 of General Manager's Office, Dhaka-1, Dhaka 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 Board of Directors of Sonali Bank Limited in their 606th meeting held on 05 November, 2018 has sanctioned 08 days outside Bangladesh leave including transit period from 23 November, 2018 with a permission to visit India to participate the "Deaf ICC T-20 World Cup Cricket-2018 & Annual General Meeting of the Deaf International Cricket Council (DICC)" under the following terms & conditions:

**Conditions :**

- 1) There will be no financial involvement of Sonali Bank Limited.
- 2) The Period of traveling will be adjusted from earned leave.
- 3) Over stay in abroad will not be allowed.

As per approval of the authority Mr. Md. Moksed Ali (G-30595), Assistant General Manager, Prime Minister's Office Corporate Branch, Dhaka will take over the charges of the Branch temporarily during your 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 Dhaka-1, Dhaka.
- 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, Prime Minister's Office Corporate Branch, Dhaka.
- 04) Mr. Md. Moksed Ali, Assistant General Manager, Sonali Bank Limited, Prime Minister's Office Corporate Branch, Dhaka.
- 05) Immigration Officer, All Airports, Bangladesh.

Assistant General Manager

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