



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION

OFFICER MANAGEMENT DEPARTMENT

(SECTION-2)

Head Office, Dhaka-1000, Bangladesh.

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Deputy General Manager

Phone: +8802-9564515

11.11.18 5850  
স্বাক্ষর করা হয়েছে  
তারিখ: 08-11-2018  
কর্তৃপক্ষের নিকট  
স্বাক্ষর করা হয়েছে  
স্বাক্ষর: [Signature]  
কর্তৃপক্ষের নিকট  
স্বাক্ষর করা হয়েছে

NO.HO/HRMD/OMD/SEC-2/(PF-18488)/

Dated : 08 November, 2018

**JHUNAM BINDIA (C-41624)**

(Passport No-OC 9128781)

Principal Officer

Sonali Bank Limited

Rampura Branch, Dhaka

Bangladesh.

**Subject : Sanction of 30 (Thirty) days leave (Outside Bangladesh) with full pay for Medical Treatment in India.**

Dear Sir,

Reference may please be made to the letter No. 4773 dated the 04 November, 2018 of Sonali Bank Limited, General Manager's Office, Dhaka-2 on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Dhaka-2 the authority has sanctioned 30 days leave (outside Bangladesh) with full pay from the date of availing with a permission for Medical Treatment in India 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, General Manager's Office, Dhaka-2, Dhaka
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. Deputy General Manager, Sonali Bank Limited, Principal Office, Dhaka East, Dhaka.
04. Manager, Sonali Bank Limited, Rampura Branch, Dhaka with a request to send us the related joining report of the above officer specifying the date of leave availed.
05. Immigration Officer, All Airports/All Land Ports, Bangladesh.

[Signature]

**Assistant General Manager**

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