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

NO.HO/HRMD/OMD/SEC-2/(PF-19023)/

Dated : 08 NOVEMBER, 2018

5851

SHAH AJAM (C-43613)
(Passport No-OC 0128711)
Principal Officer
Human Resource Management Division
Officer Management Department (Section-4)
Sonali Bank Limited
Head Office, Dhaka
Bangladesh.

Subject : Sanction of 30 (Thirty) days leave (Outside Bangladesh) with full pay to visit in India as medical attendant.

Dear Sir,

Reference to your application dated the 16 September, 2018 regarding the above subject.

We have to advise that in consideration of your application the authority has sanctioned 30 days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit in India as medical attendant of your Wife under the following terms & conditions:-

a) You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited/Government of Bangladesh.

b) This sanctioned leave will be treated as Leave outside Bangladesh.

c) Staying abroad over the sanctioned leave is strictly prohibited.

d) 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:-

14/11/18

01. 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.

02. Assistant General Manager, Human Resource Management Division, Officer Management Department (Section-4), Sonali Bank Limited, Head Office, Dhaka with a request to send us the related joining report of the above officer specifying the date of leave availed.

03. Immigration Officer, All Airports/All Land Ports, Bangladesh.

Assistant General Manager

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