



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

Head Office
Motijheel
Dhaka, Bangladesh.

Human Resource Management Division
Officer Management Department(Section-1)
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NO. HRMD/OMD/SEC-1/14717

Mr. Mohammad Shah Alam (G-34998)
Assistant General Manager
Sonali Bank Limited
Local Office
Dhaka, Bangladesh.

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Mr. Alam

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Dated : 18 November, 2018

Dear Sir,

Subject : Sanction of 06 days outside Bangladesh leave with full pay to visit India.

Reference may please be made to the letter no. 2425 dated 05 November, 2018 of Sonali Bank Limited, Local Office, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and recommendation of Local Office, the authority has sanctioned 06 days outside Bangladesh leave including transit period and government/weekly holidays from the date of availing with a permission to visit India 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.

Yours Faithfully,

Sd/-

(Md. Nurullah Khan)
Assistant General Manager

Copy forward for kind information & necessary action to:

01. The General Manager, Sonali Bank Limited, Local Office, Dhaka, with a request to send us the related joining report of the above Executive specifying the date of leave availed.
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. Immigration Officer, All Airports/All Landports, Bangladesh.

Assistant General Manager

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