



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

Phone : 9564515 DGM, 9551121 AGM.

NO. HRMD/OMD/SEC-1/15155

Dated : 28 November, 2018

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

Dear Sir,

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

Reference may please be made to your application dated 28 November, 2018 on the captioned subject.

We have the pleasure to advise you that in consideration of your application, the Executive Committee of the Board of Directors of Sonali Bank Limited in their 75th meeting held on 28 November, 2018 has sanctioned 08 days outside Bangladesh leave including transit period and government/ weekly holidays from 29 November, 2018 or from the date of availing 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, 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) 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/All Land Ports, Bangladesh.

Assistant General Manager

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