



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

NO.HO/HRMD/OMD/SEC-2/(PF-13420)/

Dated : 09 DECEMBER, 2018

**MD TANBIR ALAM (C-36837)**

(Passport No-OC 4112943)

Principal Officer

International Trade Finance Division

Sonali Bank Limited

Head Office, Dhaka

Bangladesh.

**Subject : Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit in India as medical attendant.**

Dear Sir,

Reference to your application dated the 09 December, 2018 regarding the above subject.

We have to advise that in consideration of your application the authority has sanctioned 15 days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit in India as medical attendant of Mr. Md Amran Ali, Principal Officer, CEO & Managing Director's Secretariat, Sonali Bank Limited, Head Office, Dhaka 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 sanction letter will remain valid for 03(three) months from the date of issue.

Yours faithfully,

Sd/-


**(Md. Delowar Hossain Sarder)**

Assistant General Manager

Phone: +8802-9551121

**Copy forwarded for kind information & necessary action to:-**

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. Deputy General Manager, International Trade Finance Division, , 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. Delowar Hossain Sarder  
Assistant General Manager  
Human Resource Management Division  
Sonali Bank Limited  
Head Office, Dhaka.