



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office
Motijheel
Dhaka, Bangladesh.

Human Resource Management Division
Officer Management Department(Section-1)

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09.12.18 6307

১. উপস্থাপন কার্য
২. আলোচন কার্য
৩. প্রত্যেক কার্য দিন
৪. নথিভুক্ত কার্য
৫. প্রত্যাহারের পরামর্শ দিন
৬.দিনের মধ্যে বঙ্গবান্দন করা

ডেপুটি মেনেজারের ম্যানেজার

NO.HRMD/OMD/SEC-1/15342

Dated : 06 December, 2018

Mr. Mohammad Monirul Islam (G-27069)
Senior Principal Officer
Sonali Bank Limited
Principal Office
Jessore, Bangladesh.

Dear Sir,

Subject : **Sanction of 15 days outside Bangladesh leave with full pay to visit India.**

Reference may please be made to the letter no. 6512 dated 06 November, 2018 of Sonali Bank Limited, General Manager's Office, Khulna on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, the authority has sanctioned 15 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,

S/d-

(Md. Anwar Kadir Chowdhury)
Deputy General Manager

Copy forward for kind information & necessary action to:

01. The General Manager, Sonali Bank Limited, General Manager's Office, Khulna.
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, Principal Office, Jessore, with a request to send us the related joining report of the above officer specifying the date of leave availed.
04. Immigration Officer, All Airports/All Landports, Bangladesh.

Deputy General Manager

Md. Anwar Kadir Chowdhury
Deputy General Manager
Human Resource Management Division
Sonali Bank Limited
Head Office, Dhaka.