



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-1/15343

০৭.১২.১৮

Dated : 06 December, 2018

Mr. Shahid Mujtaba Jamal (G-28746)
Assistant General Manager
Sonali Bank Staff College
Dhaka, Bangladesh.

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১. উপস্থাপন করুন
২. অনুমতি করুন
৩. বিবেচনা করুন
৪. পরামর্শ দিন
৫. প্রয়োজনীয় ব্যবস্থা নিন
৬. প্রাপ্তি কার্যক্রম সম্পাদনা করুন

ডেপুটি ম্যানেজার

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. 1187 dated 26 November, 2018 of Sonali Bank Staff College, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and recommendation of Sonali Bank Staff College, Dhaka, 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 Principal (General Manager), Sonali Bank Staff College, 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.

Deputy General Manager

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