



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION  
OFFICER MANAGEMENT DEPARTMENT

(SECTION-2)

Head Office, Dhaka-1000, Bangladesh.

Phone: +8802-9550426-34

Fax: +88-02-9561409

E-mail: dgmhrmd@sonalibank.com.bd

Deputy General Manager

Phone: +8802-9564515

NO.HO/HRMD/SEC-2/(PF-19801)/

ZINAT ZARIN (C-44470)

(Passport No-OC 4166173)

Principal Officer

Establishment & Engineering Division

Sonal Bank Limited

Head Office, Dhaka

Bangladesh.

13.12.18

6983

Md. Nurullah Khan

13685

Dated : 12 DECEMBER, 2018

**Subject : Permission to visit India, Maldives, Bhutan for 15 (Fifteen) days.**

Dear Sir,

Reference may please be made to the letter No.1994 dated the 03 December, 2018 of Establishment & Engineering Division, Sonali Bank Limited, Head Office, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and recommendation of Establishment & Engineering Division, Sonali Bank Limited, Head Office, Dhaka, the authority has allowed you to visit India, Maldives, Bhutan for 15 days (during mandatory recreation leave from 01 January, 2019 to 15 January, 2019) including transit period 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.
- Staying abroad over the sanctioned leave is strictly prohibited.

Yours faithfully,

Sd/-

(Md. Nurullah Khan)

Assistant General Manager

Phone: +8802-9551121

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

- Deputy General Manager, Establishment & Engineering 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.
- 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.
- 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.