



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-1/15813

Dated : 13 December, 2018

Mr. Sarker Tariq Ahmed
Chief Security Officer
Security and Protocol Division
Sonali Bank Limited
Head Office
Dhaka, Bangladesh.

Sir,

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

Reference your application dated 27 November, 2018 on the captioned subject.

We have the pleasure to advise you that in consideration of your application, the Board of Directors of Sonali Bank Limited in their 611st meeting held on 10 December, 2018 has sanctioned 08 days outside Bangladesh leave without pay including transit period from 17 December, 2018 or from the date of availing with a permission to visit India as medical attendant of your parent 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 Sanctioned 08 days leave (Outside Bangladesh) will be considered as leave without pay.
- 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.

As per approval of the authority Mr. Md. Sirajul Islam, Deputy General Manager, Branches Control Division, Head Office, Dhaka will take over the charges of the Security and Protocol Division temporarily during your leave period.

Yours Faithfully,

Sd/-

(Md. Nurullah Khan)

Assistant General Manager

Copy forward for kind information & necessary action to :

01. The Deputy General Manager, CEO & Managing Director's Secretariat,, Sonali Bank Limited, Head Office, Dhaka.
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. Mr. Md. Sirajul Islam, Deputy General Manager, Branches Control Division, Sonali Bank Limited, Head Office, Dhaka.
04. The Deputy General Manager, Central Accounts Division (Payment), Sonali Bank Limited, Head Office, Dhaka.
05. The Chief Security Officer, Security and Protocol Division, Sonali Bank Limited, Head Office, Dhaka.
06. 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.