



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-1/15822

18.12.18

Dated : 17 December, 2018

Ms. Mahbuba Hussain (G-35693)
Senior Principal Officer
International Trade Finance Division
Sonal Bank Limited
Head Office
Dhaka, Bangladesh.

Dear Sir,

Subject : **Sanction of 03 months extraordinary leave (outside Bangladesh) without pay to visit U.S.A.**

Reference may please be made to the letter no. 5115 dated 05 December, 2018 of International Trade Finance Division, Head Office, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and divisional recommendation, the authority has sanctioned 03 months extraordinary leave (outside Bangladesh) without pay from the date of availing with a permission to visit U.S.A. 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 leave will be considered as extraordinary leave (outside Bangladesh) 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.

Yours Faithfully,

Sd/-

(Md. Nurullah Khan)
Assistant General Manager

Copy forward for kind information & necessary action to:

01. The 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.
- ✓ 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, Central Accounts Division (Payment), Sonali Bank Limited, Head Office, Dhaka.
04. Immigration Officer, All Airports, Bangladesh.

Assistant General Manager

Md. Nurullah Khan
Assistant General Manager
Human Resources Mgt. Division
Sonal Bank Limited
Head Office, Dhaka.