



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

23.12.18

Dated : 23 DECEMBER, 2018

NO.HO/HRMD/OMD/SEC-2/(PF-18357)/

SYEDA DELARA HOSSAIN (C-43862)

(Passport No-BR 0396091)

Principal Officer

Sonali Bank Limited

Baridhara Branch, Dhaka

Bangladesh.

Subject : Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit in Australia as medical attendant.

Dear Sir,

Reference may please be made to the letter No.6273 dated the 11 December, 2018 of General Manager's Office, Dhaka-1 on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Dhaka-1 the authority has sanctioned 15 days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit in Australia as medical attendant of your husband 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.
- This sanctioned leave will be treated as Leave outside Bangladesh.
- Staying abroad over the sanctioned leave is strictly prohibited.
- This sanctioned letter will remain valid for 03(three) months from the date of issue.

Yours faithfully,

Sd/-

(Md. Nurullah Khan)

Assistant General Manager

Phone: +8802-9551121

Copy forwarded for kind information & necessary action to:-

01. General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-1, Dhaka.
02. Deputy General Manager, Information Technology Division (Business IT), Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the Leave (Outside Bangladesh) sanction letter in the Bank's website.
03. Deputy General Manager, Sonali Bank Limited, Principal Office, Bangabandhu Avenue (Dhaka Central), Dhaka.
04. Manager, Sonali Bank Limited, Baridhara Branch, Dhaka with a request to send us the related joining report of the above officer specifying the date of leave availed.
05. Immigration Officer, All Airports Bangladesh.

Assistant General Manager

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