

Mr Penltho, Eng LTD

সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION

OFFICER MANAGEMENT DEPARTMENT

(SECTION-2)

Head Office, Dhaka-1000, Bangladesh.

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E-mail: dgmhrmd@sonalibank.com.bd

Deputy General Manager

Phone: +8802-9564515

NO.HRMD/OMD/SEC-2/(PF-19136)/

Dated : 07 AUGUST, 2019

SHEEMA CHAKRABORTY (G-18744)

(Passport No-BT 0665929)

Principal Officer

Sonali Bank Limited

Rangpur Corporate Branch

Rangpur, Bangladesh.

**Subject : Sanction of 30 (Thirty) days leave (Outside Bangladesh) with full pay to visit in India.**

Dear Sir,

Reference may please be made to the letter No. 4986 dated the 14 July, 2019 of General Manager's Office, Rangpur on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Rangpur the authority has sanctioned 30 days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit in India 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, Rangpur.
02. 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. Deputy General Manager, Sonali Bank Limited, Principal Office, Rangpur.
04. Assistant General Manager, Sonali Bank Limited, Rangpur Corporate Branch, Rangpur 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/All Land Ports, Bangladesh.

Assistant General Manager

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