



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office

Motijheel

Dhaka, Bangladesh.

Human Resource Management Division

Officer Management Department(Section-1)

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+8802-9564515 DGM_9551121 AGM.



ইনকর্পোরেশন চেকবোর্ডিং ডিভিশন(বিজনেস আইটি)

সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, মতিহেল

তারিখ: ১৮/৮/১৯ ৬৭৬৬

এসিও-১/১/১৯, এপিএসি, ডেপুটি জি.এম.

Dated : 18 August, 2019

১. উপস্থাপন করুন
২. আলাপ করুন
৩. প্রকৃত আবেদন দিন
৪. মহিষিকৃত করুন
৫. প্রয়োজনীয় গনস্বাক্ষর দিন
৬.দিনের মধ্যে সম্পাদন করুন

Mr Faruk, Eng(IT)

ডেপুটি জেনারেল ম্যানেজার

NO. HRMD/OMD/SEC-1/9412

Syed Nazirul Islam (G-35813)
Assistant General Manager (Incumbent)
Sonali Bank Limited
Gulshan New North Circle Branch
Dhaka, Bangladesh.

Dear Sir,

Subject : **Sanction of 07 days outside Bangladesh leave with full pay to visit India.**

Reference may please be made to the letter no. 3030 dated 23 July, 2019 of General Manager's Office, Dhaka-1, Dhaka on the captioned subject .

We have to advise you that in consideration of your application and recommendation of General Manager's Office, the authority has sanctioned 07 days outside Bangladesh leave including transit period and government/ weekly holidays from 25 August, 2019 or from the date of availing with a permission to visit India 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 Period of traveling will be adjusted from earned leave.
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.
5. During your sanctioned leave period Ms. Sabera Begum (G-35321), Senior Principal Officer, Gulshan New North Circle Branch, Dhaka will take over the charges (as additional Charges of her present duties) of the branch temporarily.

Yours Faithfully,

Sd/-

(Md. Nurullah Khan)

Assistant General Manager

Copy forward for kind information & necessary action to:

01. The General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-1, 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. The Deputy General Manager, Sonali Bank Limited, Principal Office, Bangabandhu Avenue (Dhaka Central), Dhaka, with a request to send us the related joining report of the above Executive specifying the date of leave availed.
04. Assistant General Manager (Incumbent), Sonali Bank Limited, Gulshan New North Circle Branch, Dhaka.
05. Ms. Sabera Begum (G-35321), Senior Principal Officer, Sonali Bank Limited, Gulshan New North Circle Branch, Dhaka. You will take over the charges (as additional Charges of her present duties) of the branch during the sanctioned leave period of Mr. Syed Nazirul Islam.
06. Immigration Officer, All Airports/All Landports, Bangladesh.

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