



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-1/8896

Mr. Mohammad Rafiqul Islam (G-34934)

Assistant General Manager

Treasury Management Division-2

(Mid & Back Office)

Sonali Bank Limited

Head Office

Dhaka, Bangladesh.

Dated : 28 July, 2019

ইনফরমেশন টেকনোলজি ডিভিশন(বিজনেস আইটি)  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।  
তারিখ: 28/7/19  
একস্মিত/১/১৩, অফিস: (সিইটি)  
১. উপস্থাপন করেন  
২. অনুমোদন করেন  
৩. স্মারক জারি দিন  
৪. প্রতিক্রিয়া করেন  
৫. অসম্মতির প্রত্যেক দিন  
৬. .... দিনের মধ্যে সম্পাদনা করেন  
ডেপুটি ডায়রেক্টর

Dear Sir,

Subject : **Sanction of 15 days outside Bangladesh leave with full pay to visit U.S.A.**

Reference may please be made to the letter no. 2088 dated 03 July, 2019 of Treasury Management Division-2 (Mid & Back Office), Sonali Bank Limited, 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 15 days outside Bangladesh leave including transit period and government/ weekly holidays from 08 August, 2019 or 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 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.

Yours Faithfully,

Sd/-

(Md. Nurullah Khan)

Assistant General Manager

**Copy forward for kind information & necessary action to:**

01. The Deputy General Manager, Treasury Management Division-2 (Mid & Back Office), Sonali Bank Limited, Head Office, Dhaka, with a request to send us the related joining report of the above Executive 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. Immigration Officer, All Airports, Bangladesh.

Assistant General Manager

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