



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office

Motijheel

Dhaka, Bangladesh.

Human Resource Management Division

Officer Management Department(Section-1)

e-mail : dgmhrmd@sonalibank.com.bd

02-9564515 DGM, 9551121 AGM.

ইনকয়েরমেন্ট নং: ১৩৩৩/১৯
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ: ২৯/৭/১৯

ক্রমিক-১/১/৬, এনসিওসি, হোয়াসমার/সি, ইটিআইসি

১. উপস্থাপন করুন
২. আদ্যপ করুন
৩. কৃত জবাব দিন
৪. নথিভুক্ত করুন
৫. অপ্রয়োজনীয় পত্রাদেশ দিন
৬.দিনের মধ্যে দৃষ্টিভঙ্গি করুন

ডেপুটি জেনারেল ম্যানেজার

NO. HRMD/OMD/SEC-1/8902

Dated : 28 July, 2019

Mr. Md. Abdus Sultan (G-27667)

Assistant General Manager

Sonali Bank Limited

Regional Office

Nilphamari, Bangladesh.

Dear Sir,

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

Reference may please be made to the letter no. 4266 dated 20 June, 2019 of General Manager's Office, Rangpur 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 15 days outside Bangladesh leave including transit period and government/ weekly holidays 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 Mr. Md. Moksedul Islam (C-36772), Senior Principal Officer, Regional Office, Nilphamari will take over the charges (as additional Charges of his present duties) of the Regional Office, Nilphamari 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, Rangpur, 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. Assistant General Manager, Sonali Bank Limited, Regional Office, Nilphamari.
04. Mr. Md. Moksedul Islam, Senior Principal Officer, Sonali Bank Limited, Regional Office, Nilphamari. You will take over the charges (as additional Charges of his present duties) of the Regional Office, Nilphamari during the sanctioned leave period of Mr. Md. Abdus Sultan.
05. 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.