



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office

Motijheel

Dhaka, Bangladesh.

৪

Human Resource Management Division

Officer Management Department(Section-1)

e-mail : dgmhrmd@sonalibank.com.bd

☎ : +8802-9564515 DGM, 9551121 AGM.

NO. HRMD/OMD/SEC-1/8897

Dated : 28 July, 2019

Mr. S M Ansarul Islam (G-35155)
Senior Principal Officer
Sonal Bank Limited
General Manager's Office
Mymensingh, Bangladesh.

সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: ২২/৭/১৯
এফইএম-১/৯/১৯, এফইটি/সি, প্রোগ্রামার/সি, ই/সি (আইটি)

১. উপস্থাপন করুন
২. আলাপ করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পত্রাদান দিন
৬. নিয়মিত নথি সম্পাদনা করুন

ডেপুটি মেনেজার ময়নেসিংহ

Mr. Anwarul Islam, HRMD

Dear Sir,

Subject : **Sanction of 30 days outside Bangladesh leave with full pay to visit India.**

Reference may please be made to the letter no. 1899 dated 16 July, 2019 of Sonali Bank Limited, General Manager's Office, Mymensingh 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 30 days outside Bangladesh leave including transit period and government/ weekly holidays from 01 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.

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, Mymensingh, with a request to send us the related joining report of the above officer 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/All Landports, Bangladesh.

Assistant General Manager

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