



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-1/8938

Ms. Pranati Rani Das (G-33750)
Assistant General Manager (Incumbent)
Sonali Bank Limited
Jatio Sangsad Bhaban Branch
Dhaka, Bangladesh.

Dear Sir,

Subject : **Sanction of 10 days outside Bangladesh leave with full pay to visit India.**

Reference may please be made to the letter no. 3127 dated 23 July, 2019 of General Manager's Office, Dhaka-2, 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 10 days outside Bangladesh leave including transit period and government/ weekly holidays from 09 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 Mr. Nuruddin Mohammad Jahangir, Senior Principal Officer & Joint Custodian (General), Jatio Sangsad Bhaban Branch, Dhaka will take over the charges (as additional Charges of his 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-2, 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, Dhaka West, 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, Jatio Sangsad Bhaban Branch, Dhaka.
05. Mr. Nuruddin Mohammad Jahangir, Senior Principal Officer & Joint Custodian (General), Sonali Bank Limited, Jatio Sangsad Bhaban Branch, Dhaka. You will take over the charges (as additional Charges of his present duties) of the branch during the sanctioned leave period of Ms. Pranati Rani Das.
06. Immigration Officer, All Airports/All Landports, Bangladesh.