



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION
(SECTION-4)

Head Office, Motijheel
Dhaka-1000, Bangladesh
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No. HRMD/SEC-4/PF- 21071/12945

Date : 16/10/2018

MR. MD NURUZZAMAN
Officer
Index No : G-32417
Passport No : BP 0033505
Sonali Bank Limited
Local Office
Dhaka.

ইনফরমেশন টেকনোলজি ডিভিশন (বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: 16.10.18 নম্বর: 5350
এডিএম-১/২/৩, এসপিও/সি. (সেভেন/সি. (সেক্টর))

১. উপস্থাপন করুন
২. আলোচন করুন
৩. ক্র-ত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬.দিনের মধ্যে সম্পাদন করুন

ডেপুটি জেনারেল ম্যানেজার

Subject: Sanction of 10(Ten) days leave(Outside Bangladesh) with full pay from 18/10/2018 or the date of availment to visit the spectacular places in India.

Dear Sir,

Reference letter no. 1976 dated the 23rd September , 2018 of Sonali Bank Limited, Local Office, Dhaka on the captioned subject .

We advise that in consideration of your application and recommendation of Sonali Bank Limited, Local Office, Dhaka, the authority has sanctioned **10(Ten) days** leave(Outside Bangladesh) with full pay from **18/10/2018 or the date of availment** with the permission to visit the spectacular places in **India** under the following terms and conditions:

1. You have to bear the expense of this proposed visit. There will be no financial involvement of Sonali Bank Limited /Government of People's Republic of Bangladesh.
2. It will be treated as "Leave outside Bangladesh".
3. **Staying abroad over the sanctioned leave will not be allowed at all.**
4. **This sanction letter will remain valid for 03 (Three) months from the date of issuance.**

Yours Faithfully

Sd /-

(Md. Jahangir Hossain)
Assistant General Manager

Copy forwarded for kind information and necessary action :

1. General Manager, Sonali Bank Limited, Local Office, Dhaka.
2. Deputy General Manager, Information Technology Division(Businees IT), Sonali Bank Limited, Head Office, Dhaka.
3. Immigration Officer, Hazrat Shahjalal(Rh.) International Airport, Dhaka, Bangladesh.
4. Immigration Officer, All Other International Airports / Land ports, Bangladesh.
5. Personal File / Master Copy .

Assistant General Manager

Md. Jahangir Hossain
Assistant General Manager (A-2116)
Human Resource Management Division
(Section-3&4)
Sonali Bank Limited
Head Office, Dhaka.