



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION
(SECTION-5)

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No. HRMD/SEC-5/PF/OC-12618/13150

Dated: 15 October 2018

KH SORWAR HOSSAIN
Officer Cash
(Passport No: BQ 0375527)
Sonali Bank Limited
Kumarkhali Upazilla Complex Branch,
Kushtia.

ইনফরমেশন প্রদানের জন্য (বিজ্ঞপন আবেদন)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: 16.10.18 নম্বর: 530
একিডেম-১/১/৩, এমপিও/সি. প্রোগ্রামার/সি. ইন্সপেক্টর (আইসি)
১. উপস্থাপন করুন
২. মাল্যায়ন করুন
৩. পত্র প্রেরণের দিন
৪. সফিকৃত করুন
৫. প্রযোজ্য আইন প্রয়োগের দিন
৬. সিদ্ধান্তের বিষয়ে সম্পাদনা করুন
ডেপুটি জেনারেল ম্যানেজার

Subject: Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to Visit India: KH Sorwar Hossain (G-32921), Officer Cash, Sonali Bank Limited, Kumarkhali Upazilla Complex Branch, Kushtia.

Dear Sir,

Reference letter No. 2883 dated the 23th September, 2018 of General Manager's Office, Faridpur on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of General Manager's Office, Faridpur, the authority has sanctioned 15 (Fifteen) days full pay leave (Outside Bangladesh) from the date of availment with a permission to visit India under the following terms & conditions:

Conditions:

- 1) You have to bear all expenses of the proposed visit. There will be no financial involvement of Sonali Bank Limited / Govt. of Bangladesh.
- 2) This sanctioned leave will be treated as 'Leave outside Bangladesh'.
- 3) Over staying is strictly prohibited.
- 4) This sanction letter is valid for 03 (Three) months from the date of issue.

Yours faithfully,
Sd/-

(Md. Delowar Hossain Sarder)
Assistant General Manager

Copy forwarded for kind information & necessary action:

01. General Manager, Sonali Bank Limited, General Manager's Office, Faridpur.
02. Deputy General Manager, Information Technology Division- Business IT, Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the leave (outside Bangladesh) sanction letter in the Bank's website.
03. Deputy General Manager, Sonali Bank Limited, Principal Office, Kushtia. Please send the joining report of the related officer specifying the date of leave availment.
04. Manager, Sonali Bank Limited, Kumarkhali Upazilla Complex Branch, Kushtia.
05. Immigration Officer, All Airport, All Land port, Bangladesh
06. Personal File.


Assistant General Manager
Md. Delowar Hossain Sarder
Assistant General Manager
Human Resource Management Division
Sonali Bank Limited
Head Office, Dhaka.