



সোনালী ব্যাংক পিএলসি.  
**SONALI BANK PLC.**  
HUMAN RESOURCE  
MANAGEMENT DIVISION  
(SECTION-5)

Head Office, Motijheel C/A.,  
Dhaka-1000. Bangladesh.  
Phone : 88-02-9564515 (DGM)  
& : 88-02-47115437 (AGM)  
Fax : 88-02-9573765  
Email : [dgmhrmd@sonalibank.com.bd](mailto:dgmhrmd@sonalibank.com.bd)  
[sbl.hrmd5@sonalibank.com.bd](mailto:sbl.hrmd5@sonalibank.com.bd)



No. HRMD/SEC-5/OUTSIDE/SOC-9401/7188

Dated: 24 September 2023

MD GOLAM SAROWAR (G-39275)  
Senior Officer Cash (Manager)  
(Passport No: A11347061)  
Sonali Bank PLC.  
Puranbazar Branch  
Gaibandha.

**Subject: Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit India as Attendant of Daughter's Treatment.**

Dear Sir,

We have the pleasure to advise that in consideration of your application and recommendation of Sonali Bank PLC. General Manager's Office, Rangpur vide their letter no 3583 dated 20/08/2023 the authority has sanctioned 15 (Fifteen) days leave with full pay (Outside Bangladesh) including transit period and government weekly holidays from the date of availment with a permission to visit India as Attendant of your Daughter's treatment 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 PLC./ 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,

(Israt Jahan)  
Assistant General Manager

**Israt Jahan**  
Assistant General Manager  
Human Resource Management Division  
Sonali Bank PLC.  
Head Office, Dhaka.



সোনালী ব্যাংক পিএলসি.

**SONALI BANK PLC.**

HUMAN RESOURCE  
MANAGEMENT DIVISION  
(SECTION-5)

Head Office, Motijheel C/A.,  
Dhaka-1000. Bangladesh.  
Phone : 88-02-9564515 (DGM)  
& : 88-02-47115437 (AGM)  
Fax : 88-02-9573765  
Email : [dgmhrmd@sonalibank.com.bd](mailto:dgmhrmd@sonalibank.com.bd)  
[sbl.hrmd5@sonalibank.com.bd](mailto:sbl.hrmd5@sonalibank.com.bd)



“সুবর্ণজয়ন্তীর অঙ্গীকার  
সোনালী ব্যাংক হবে সবার”

No. HRMD/SEC-5/OUTSIDE/SOC-9401/7188

Dated: 24 September 2023

MD GOLAM SAROWAR (G-39275)  
Senior Officer Cash (Manager)  
(Passport No: A11347061)  
Sonali Bank PLC.  
Puranbazar Branch  
Gaibandha.

**Subject: Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit India as Attendant of Daughter's Treatment.**

Dear Sir,

We have the pleasure to advise that in consideration of your application and recommendation of Sonali Bank PLC. General Manager's Office, Rangpur vide their letter no 3583 dated 20/08/2023 the authority has sanctioned 15 (Fifteen) days leave with full pay (Outside Bangladesh) including transit period and government weekly holidays from the date of availment with a permission to visit India as Attendant of your Daughter's treatment 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 PLC./ 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/-

(Israt Jahan)  
Assistant General Manager

Copy forwarded for kind information & necessary action:

1. General Manager, Sonali Bank PLC. General Manager's Office, Rangpur.
2. Deputy General Manager, Sonali Bank PLC. Principal Office, Gaibandha. Please send the joining report of the related officer specifying the date of leave availment. As per your recommendation and consequent upon approval of the authority Mrs. Fahmida Sultana (G-47938), Senior Officer, Puranbazar Branch, Gaibandha will take over the charge of Manager temporarily during the leave of Mr. Md. Golam Sarowar (G-39275).
3. Manager, Sonali Bank PLC. Puranbazar Branch, Gaibandha.
4. Immigration Officer, All Airport, All Land port, Bangladesh
5. Personal File.

  
Assistant-General Manager  
**Israt Jahan**  
Assistant General Manager  
Human Resource Management Division  
Sonali Bank PLC.  
Head Office, Dhaka.