



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION
(SECTION-4)

Head Office, Motijheel
Dhaka-1000, Bangladesh

Phone : 88-02-9551121

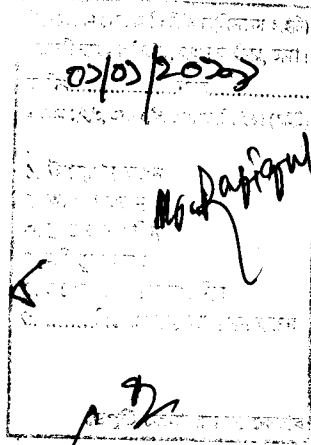
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E-mail: sbl.hrmd4@sonalibank.com.bd

No. HRMD / SEC-4 / PF-20604 /070

Date : 01/01/2019

MR. MD SHAFIQUUL ISLAM
Officer
Index No : G-33212
Passport No : BT 0680004
Common Services Division
Sonali Bank Limited
Head Office
Dhaka.



Subject: Sanction of 20(Twenty) days leave(Outside Bangladesh) with full pay from 02/01/2019 or the date of availment to go to India as Medical Attendant with your ailing spouse.

Dear Sir,

Reference letter no. 1638 dated the 19th December , 2018 of Common Services Division, Sonali Bank Limited, Head Office, Dhaka on the captioned subject.

We advise that in consideration of your application and recommendation of Common Services Division, Sonali Bank Limited, Head Office, Dhaka, the authority has sanctioned 20(Twenty) days leave(Outside Bangladesh) with full pay from 02/01/2019 or the date of availment with the permission to go to India as Medical Attendant with your ailing spouse under the following terms and conditions :

1. You have to bear all expenses of the 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. Deputy General Manager, Common Services Division, Sonali Bank Limited, Head Office, Dhaka.

2. Deputy General Manager, Information Technology Division(Business 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.