



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION
(SECTION-5)

Head Office, Motijheel C/A.,
Dhaka-1000, Bangladesh.
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No. HRMD/SEC-5/PF/SOC-8297/215

Dated: 03 January 2019

MD. MUSHIRUL ISLAM
Senior Officer Cash
(Passport No: BX 0897882)
Sonali Bank Limited
Mohakhali Branch,
Dhaka.

Subject: Sanction of 10 (Ten) days leave (Outside Bangladesh) with full pay to Visit India: Md. Mushirul Islam (C-37166), Senior Officer Cash (Joint Custodian Cash), Sonali Bank Limited, Mohakhali Branch, Dhaka.

Dear Sir,

Reference letter No. 6417 dated the 20th December, 2018 of General Manager's Office, Dhaka-1 on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of General Manager's Office, Dhaka-1, the authority has sanctioned 10 (Ten) days full pay leave (Outside Bangladesh) from the date of 06.01.2019 to 15.01.2019 or 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, Dhaka-1.
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, Bangabandhu Avenue (Dhaka central), Dhaka. **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 Md. Zohurul Islam (G-21057), Senior Officer Cash, Mohakhali Branch, Dhaka will hold the charge of Joint Custodian Cash temporarily during the leave of Md. Mushirul Islam (C-37166).**
04. Assistant General Manager, Sonali Bank Limited, Mohakhali Branch, Dhaka.
05. Md. Zohurul Islam (G-21057), Senior Officer Cash, Mohakhali Branch, Dhaka.
06. Immigration Officer, All Airport, All Land port, Bangladesh
07. Personal File.

Assistant General Manager

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