



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION
(SECTION-5)

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No. HRMD/SEC-5/OUTSIDE/OC-12605/10180

Dated: 02 September, 2019

Mr. MILON KUMAR BISWAS (G-33149)
Officer Cash (Joint Custodian Cash)
Sonali Bank Limited
Chinatola Bazar Branch,
Jashore.

ইনফরমেশন প্রকৌশল বিভাগ (বিকল্পে আইটি)	
সোনালী ব্যাংক লিমিটেড - প্রধান কার্যালয়, ঢাকা	
তারিখ:	০২/০৯/১৯
অফিস নং:	৬৪০৩
অফিস নং-১/৩১, ৩২, ৩৩, ৩৪, ৩৫, ৩৬, ৩৭, ৩৮, ৩৯, ৪০, ৪১, ৪২, ৪৩, ৪৪, ৪৫, ৪৬, ৪৭, ৪৮, ৪৯, ৫০	
১. উপস্থাপন করা	
২. সন্মতিক্রম	
৩. প্রত্যয়ন	
৪. নথিভুক্ত	
৫. প্রেরণ	
৬. প্রাপ্তি	
ডেপুটি জেনারেল ম্যানেজার	

Mr shahab so.

Subject: Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to Visit India.

Dear Sir,

Reference may please be made to the letter No. 2481 dated the 20 June, 2019 of Sonali Bank Limited, General Manager's Office, Khulna on the captioned subject.

It may kindly be advised that in consideration of your application and recommendation of General Manager's Office, Khulna the authority has sanctioned 15 (Fifteen) days full pay leave (Outside Bangladesh) including transit period and government weekly holidays 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, Khulna.
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, Jashore. **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 Prosen Biswas (C-42625), Officer Cash, Chinatola Bazar Branch, Jashore will hold the charge of Joint Custodian Cash temporarily during the leave of Milon Kumar Biswas (G-33149).**
04. Manager, Sonali Bank Limited, Chinatola Bazar Branch, Jashore.
05. Prosen Biswas (C-42625), Officer Cash, Chinatola Bazar Branch, Jashore.
06. Immigration Officer, All Airport, All Land port, Bangladesh
07. Personal File.

Assistant General Manager
Human Resource Management Division
Sonali Bank Limited
Head Office, Dhaka