



সোনালী ব্যাংক লিমিটেড  
SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION  
(SECTION-5)

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No. HRMD/SEC-5/OUTSIDE/SOC-9127/3186

Dated: 14 March 2019

Mr. MINTU KUMAR NANDI (C-38948)  
Senior Officer Cash (Joint Custodian Cash)  
Sonali Bank Limited  
Goalando Upazilla Complex Branch,  
Rajbari.

সোনালী ব্যাংক লিমিটেড (বিভাগঃ হিউম্যান রিসোর্সেস)  
সোনালী ব্যাংক লিমিটেড, ঢাকা  
তারিখঃ ১৪/০৩/১৯  
ক্রমিক নং: HRMD/SEC-5/OUTSIDE/SOC-9127/3186

১. উপস্থাপনকারী  
২. অফিস প্রধান  
৩. প্রাপ্ত কার্যক্রম  
৪. অধিভুক্ত কর্মসূচি  
৫. পরামর্শকর্তার পক্ষে স্বাক্ষর দিন  
৬. ...দিগের মধ্যে সংশ্লিষ্ট কর্মসূচি

ডেপুটি জেনারেল ম্যানেজার

**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. 430 dated the 24 February, 2019 of Sonali Bank Limited, General Manager's Office, Faridpur on the captioned subject.

It may kindly be advised that in consideration of your application and recommendation of General Manager's Office, Faridpur 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, 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. Assistant General Manager, Sonali Bank Limited, Regional Office, Rajbari. **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 Rafiqush Salehin (C-42680), Officer Cash, Goalando Upazilla Complex Branch, Rajbari will hold the charge of Joint Custodian Cash temporarily during the leave of Mintu Kumar Nandi (C-38948).**
04. Manager, Sonali Bank Limited, Goalando Upazilla Complex Branch, Rajbari.
05. Rafiqush Salehin (C-42680), Officer Cash, Goalando Upazilla Complex Branch, Rajbari.
06. Immigration Officer, All Airport, All Land port, Bangladesh
07. Personal File.

Assistant General Manager