



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

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
pmdsblho@gmail.com
sbl.hrmd5@sonalibank.com.bd

No. HRMD/SEC-5/OUTSIDE/OC-11812/3185

Dated: 14 March 2019

Mr. MD. SHAMIM AL MAMUN SARKER (C-44589)
Officer Cash (Joint Custodian Cash)
Sonal Bank Limited
Kamarjani Branch,
Gaibandha.

ইনকয়েরন টেকসংখ্যা (বিজ্ঞপ্তির আইডি)	১৬/৩/১৯
সেবারী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।	
তারিখ: ১৪/৩/১৯	
এডিং: ১/৩/১৯, জারি: ১৪/৩/১৯, ইতি: (সই)	
১. উপস্থাপন করা	
২. অস্বীকার করা	
৩. দ্রুত জবাব দিন	
৪. নথি তুলে রাখুন	
৫. প্রয়োজনীয় পদক্ষেপ দিন	
৬.সিদ্ধির মতক সংপাদন করুন	
 ডেপুটি জেনারেল ম্যানেজার	

Subject: Sanction of 30 (Thirty) days leave (Outside Bangladesh) with full pay to Visit India.

Dear Sir,

Reference may please be made to the letter No. 1619 dated the 20 February, 2019 of Sonali Bank Limited, General Manager's Office, Rangpur on the captioned subject.

It may kindly be advised that in consideration of your application and recommendation of General Manager's Office, Rangpur the authority has sanctioned 30 (Thirty) days full pay leave (Outside Bangladesh) including transit period and government weekly holidays from the date of availment with a permission to visit India for his wife's treatment purpose 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, Rangpur.
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, 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 Md Lutfur Rahman (C-42560), Officer Cash, Kamarjani Branch, Gaibandha will hold the charge of Joint Custodian Cash temporarily during the leave of MD Shamim Al Mamun Sarker (C-44589).**
04. Manager, Sonali Bank Limited, Kamarjani Branch, Gaibandha.
05. Md Lutfur Rahman (C-42560), Officer Cash, Kamarjani Branch, Gaibandha.
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
Sonal Bank Limited
Head Office, Dhaka.