



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

Human Resource Management Division(Sec-3)
Head Office, Motijheel C/A.
Dhaka-1000. Bangladesh.
Phone : 88-02-9551121
E-Mail:sbl.hrmd3@sonalibank.com.bd

No.HRMD/SEC-3/PF/SO-21188/3044

Date : 14 March, 2019

JASMIN ARA SULTANA (G-33728)
Passport No. BQ-0773828
Senior Officer (IT)
Sonal Bank Limited
Bangabandhu Avenue Corporate Branch, Dhaka.
Bangladesh.

ইনস্ট্রাকশন
সেবারি নং: ১১১১
তারিখ: ১৪/০৩/১৯
ক্রম: ১১/১৯

১. উপস্থাপন করা
২. মাসিক বেতন
৩. প্রাপ্ত বেতন
৪. মাসিক বেতন
৫. প্রাপ্ত বেতন
৬. বিবরণ

Mr Partha, Eng (IT)

ডেপুটি জেনারেল ম্যানেজার

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

Dear Madam,

We have the pleasure to advise that in consideration of your application and recommendation of Foreign Remittance Management Division, Sonali Bank Limited, Head Office, Dhaka the authority has sanctioned 30 (Thirty) days leave (Outside Bangladesh) with full pay from the date of availment with a permission to visit India under the following terms and conditions:

- (1) You will have to bear all expenses of the proposed visit.
- (2) There will be no financial involvement of Sonali Bank Limited / Government of Bangladesh.
- (3) Staying abroad over the sanctioned leave will not be allowed.
- (4) This sanction letter is valid for 03 (Three) months from the date of issue.

Yours faithfully

Sd/-

(Md. Jahangir Hossain)
Assistant General Manager.

Copy forwarded for kind information & necessary action:

01. General Manager, Sonali Bank Limited, Bangabandhu Avenue Corporate Branch, Dhaka. They are requested to send her joining report after availment of leave.
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, Foreign Remittance Management Division, Sonali Bank Limited, Head Office, Dhaka
04. Immigration Officer, All International Airports/Landports of Bangladesh.
05. Master Copy/Personal File/Office Copy.

Assistant General Manager
Md. Jahangir Hossain
Assistant General Manager (A-2116)
Human Resource Management Division
(Section-3&4)
Sonal Bank Limited
Head Office, Dhaka.