



Sonali Bank Limited
Head Office, Motijheel,
Dhaka.

Loan Classification Division
(CIB Department)
Phone: 02-9565364

NO:SBLHO / LCD / CD/

Date: 18 March, 2019

MEMORANDUM

Permission to offer prayers at the holy Azmeer Sharif & visit the historical places in India for 15 days : Mr. Mohammed Satter Hossain (C-41951) Senior Officer, Loan Classification Division (CIB Department), Sonali Bank Limited, Head Office, Dhaka.

Mr. Mohammed Satter Hossain (C-41951) Senior Officer of this Division has been sanctioned 15 days leave (Outside Bangladesh) including transit period from 19 March, 2019 or from the date of availment with a permission to visit India vide Head Office Letter No.HRMD/SEC-4/PF-17749/2211 dated 17 February, 2019.

Now as per application dated 28th January, 2019 (Sonali Bank Local Office, Dhaka on the captioned subject) he will be released from this Office as at the closed of business of 19th March, 2019 to avail the aforesaid leave.

He is advised to join the Office in due time after the availment of sanctioned leave.

Mr. Mohammed Satter Hossain (C-41951)
Senior Officer
Loan Classification Division
(CIB Department)
Sonali Bank Limited
Head Office
Dhaka.

১৫/০৩/১৯
২১/০৩/১৯

১. উপস্থাপন বহন
২. আলাপ করা
৩. কাজ ত্যাগ করা
৪. নথি সংরক্ষণ
৫. প্রাপ্তি হিসেবে রাখা
৬.

Sd/-
(Parimal Bandhu Basak)
Deputy General Manager

Copy forward for kind information & Necessary action to:

1. The Deputy General Manager, Human Resource Management Division, Officer Management Department (Section-4), Sonali Bank Limited, Head Office, Dhaka.
- 164 2. The Deputy General Manager, Information Technology Division, Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the leave (Outside Bangladesh) sanction letter in the Bank's website.
3. The Immigration Officer, All Airports/Landports, Bangladesh.
4. Mr.Md.Abdul Hamid, Principal Officer is hereby advised to perform the duties of Mr.Mohammed Satter Hossain during his leave in addition to his duties.

Deputy General Manager
Parimal Bandhu Basak
Deputy General Manager
Loan Classification Division
Sonali Bank Limited
Head Office, Dhaka.