



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-21865/3222

Date : 21 March, 2019

NASIMA REZA TONNI (C-45579)  
Passport No. BR-0716214  
Senior Officer  
Sonali Bank Limited  
Shilpa Bhaban Corporate Branch, Dhaka,  
Bangladesh.

ইসকলকোম টেকনোলজি ডিভিশন(সিকেন্ডারি) সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা। তারিখ:.....সংখ্যা:..... একিড-১/২/৩, এপিও/সি. পোস্টমাস্টার, ডিআই (সেক্টর)
১. উপস্থাপন করুন ২. অস্বীকার করুন ৩. প্রাপ্ত অক্ষয় দিন ৪. স্বাক্ষর করুন ৫. প্রয়োজনীয় পরামর্শ দিন ৬. ....দিনের মধ্যে সম্পাদন করুন
চেফুলি জেনারেল ম্যানেজার

**Subject : Sanction of 15 (Fifteen) 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 Sonali Bank Limited, General Manager's Office, Dhaka-2, Dhaka the authority has sanctioned 15 (Fifteen) 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, General Manager's Office, Dhaka-2, Dhaka.
- ~~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, Shilpa Bhaban Corporate Branch, Dhaka. They are requested to send her joining report after availment of leave.
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)  
Sonali Bank Limited  
Head Office, Dhaka.