



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

Head Office, Motijheel C/A.,
Dhaka-1000. Bangladesh.
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HUMAN RESOURCE MANAGEMENT DIVISION
(SECTION-5)

No. HRMD/SEC-5/OC-11153/ 3996

Dated: 01 April, 2019

Mrs. NURUN NAHAR (C-43554)
Officer Cash
Sonali Bank Limited
Local Office,
Dhaka.

ইকসপেন্স টেকনোলজি ডিভিশন(বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ: 01/04/19
ক্রমিক-1/2/3, জনসংখ্যা, মোজাম্মেল হক সর্দার
১. উপস্থাপন করান
২. জালাপ করান
৩. প্রাপ্ত অবধি দিন
৪. পরিসীমিত করান
৫. প্রয়োজনীয় পদক্ষেপ দিন
৬.দিনের মধ্যে সম্পাদন করান
ডেপুটি জেনারেল ম্যানেজার

Subject: Sanction of 30 (Thirty) days leave (Outside Bangladesh) without pay to Visit India.

Dear Sir,

Reference may please be made to the letter No. 479 dated the 31 March, 2019 of Sonali Bank Limited, Local Office, Dhaka on the captioned subject.

It may kindly be advised that in consideration of your application and recommendation of Local Office, Dhaka, the authority has sanctioned 30 (Thirty) days leave (Outside Bangladesh) without pay including transit period and government weekly holidays from the date of availment with a permission to visit India for his son's treatment 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, Local Office, 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, Establishment Department, Sonali Bank Limited, Local Office, Dhaka.
Please send the joining report of the related officer specifying the date of leave availment.
04. Immigration Officer, All Airport, All Land port, Bangladesh
05. Personal File.

Assistant General Manager

Md. Delowar Hossain Sarder
Assistant General Manager
Human Resource Management Division
Sonali Bank Limited
Head Office, Dhaka.