



SONALI BANK LIMITED Human Resource Management Division
Head Office (SECTION-8)
Motijheel, Dhaka-1000 ☎ 47115437, FaX-9573765
Bangladesh. E-Mail dgmhrmd@sonalibank.com.bd

NO.HRMD/SEC-8/GC-1536/3926
Dated : 31 March, 2019

MD. BODIUZZMAN (C-40949)
Passport No. **BW0889510**
Supporting Sub Staff Grade-03
Sonali Bank Training Institute
Rajshahi

সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা। তারিখ: 28/3/19 লম্বা: 2802 একিড-1/2/3, এলপিও/সি, প্রোগ্রামার/সি, ইভি (সাইট)
১. উপস্থাপন করুন ২. আলাপ করুন ৩. প্রস্তুত রাখার দিন ৪. দাখিল করুন ৫. প্রয়োজনীয় পদক্ষেপ নিন ৬.দিনের মধ্যে সম্পাদন করুন
কেপুটি জেনারেল ম্যানেজার

Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit India.

Dear Sir,

Reference may please be made to the letter No. 996 dated 04 March, 2019 of Sonali Bank Limited, General Manager's Office, Rajshahi on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of Sonali Bank Limited, General Manager's Office, Rajshahi, the authority has sanctioned 15 (Fifteen) days leave (Outside Bangladesh) with full pay from the date of availment with a permission to visit India for the treatment of your wife under the following terms & conditions:

Conditions :

- (1) You will 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. The General Manager, Sonali Bank Limited, General Manager's Office, Rajshahi.
02. The 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. The Assistant General Manager, Sonali Bank Training Institute, Rajshahi. Please send the joining report of the related staff specifying the date of leave availed.
04. Immigration Officer, All Airports / All Land Ports, Bangladesh.
05. Personal File.

Assistant General Manager.

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