



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

Head Office
Motijheel, Dhaka.

Human Resource Management Division
Staff Management Department (Sec-6)
Phone : 9564515, 47115437
Fax: 88-02-9573765
E-mail: hrm@sonalibank.com.bd

NO.HRMD/SMD/SEC-6/PF-AOG-1(Cash)-8279/388

সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ: ২৪/৩/১৯... বছর: ২৪/৩/১৯
ক্রমিক নং: ১/১৩৬, ১৩৬/১৩৬, ১৩৬/১৩৬, ১৩৬/১৩৬

Date: 31-03-2019

MD. MAHASIN ALI (C-41124)
(Passport No: BY 0094250)
Assistant Officer Grade-1(Cash)
Sonali Bank Limited
Mill Road Setabgonj Branch
Dinajpur.

১. উপস্থাপন করুন
২. আশাপ করুন
৩. ফ্রুড জবাব দিন
৪. নথিবদ্ধ করুন
৫. প্রয়োজনীয় পদক্ষেপ দিন
৬.দিনের মধ্যে সম্পাদন করুন
ডেপুটি জেনারেল ম্যানেজার

Sub: 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.1810 and dated 03 March, 2019 of Sonali Bank Limited, General Manager's Office, Rangpur on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Rangpur, the authority has sanctioned you 15(Fifteen) days leave (Outside Bangladesh) with full pay from the date of availment with a permission to visit India under the following terms & conditions :

Conditions:

01. You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited/Government of Bangladesh.
02. This sanctioned leave will be treated as "leave-outside Bangladesh".
03. **Over staying is strictly prohibited.**
04. This sanctioned letter will remain valid for 03(Three)months from the date of sanctioning.

Yours faithfully,

sd/-

(Md.Delowar Hossain Sarder)
Assistant General Manager

Copy forwarded for kind information & necessary action to:-

01. The General Manager, Sonali Bank Limited, General Manager's Office, Rangpur. It has a reference to their letter no. 1810, dated 03 March, 2019.
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 Deputy General Manager, Sonali Bank Limited, Principal Office, Dinajpur.
04. The Immigration Officer, All Land Ports/ All Airports, Bangladesh.
05. The Manager, Sonali Bank Limited, Mill Road Setabgonj Branch, Dinajpur.
06. Personal File.

Assistant General Manager

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