



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION

OFFICER MANAGEMENT DIVISION(SECTION-4)

Head Office, Motijheel

Dhaka-1000, Bangladesh

Phone: 88-02-9551121

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E-mail : sbl.hrmd4@sonalibank.com.bd

No. HRMD/SEC-4/PF- 23245/3943

Date : 02/04/2019

MD MUSHFIQUR RAHMAN

Officer

Index No : G-30500

Passport No : BW 0739356

Sonali Bank Limited

Dhunat Branch

Bogura.

ইনকম্পেন্সন টেকনেশারি ডিভিশন(সিইএস অফিস)  
 সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।  
 তারিখ: ০২/০৪/১৯ ২০১৯  
 নং: ১৩৬২, এন/এস/ডি, সেকশন-৪, ডিবি (সিইএস)

- উপস্থাপন করুন
- অনুমতি করুন
- স্বাক্ষর করুন
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ডেপুটি জেনারেল ম্যানেজার

Mr Partho, Eng (IT)  
8/3/19

**Subject: Sanction of 15(Fifteen) days leave(Outside Bangladesh) with full pay from the date of availment to visit the holy & spectacular places in India.**

Dear Sir,

Reference letter no. 3771 dated the 24<sup>th</sup> September, 2018 of Sonali Bank Limited, General Manager's Office, Rajshahi on the captioned subject .

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

1. You have to bear the expenses of this proposed visit. There will be no financial involvement of Sonali Bank Limited /Government of people's Republic of Bangladesh.
2. It will be treated as "Leave outside Bangladesh".
3. **Staying abroad over the sanctioned leave will not be allowed at all.**
4. **This sanction letter will remain valid for 03 (Three) months from the date of issuance.**

Yours Faithfully

Sd /-

(Md. Jahangir Hossain)  
Assistant General Manager

**Copy forwarded for kind information and necessary action :**

1. General Manager, Sonali Bank Limited, General Manager's Office, Rajshahi.
2. Deputy General Manager, Information Technology Division(Business IT), Sonali Bank Limited, Head Office, Dhaka.
3. Deputy General Manager, Sonali Bank Limited, Principal Office, Bogura.
4. Manager, Sonali Bank Limited, Dhunat Branch, Bogura.
5. Immigration Officer, Hazrat Shahjalal(Rh.) International Airport, Dhaka, Bangladesh.
6. Immigration Officer, All Other International airports / Land ports, Bangladesh.
7. Personal File / Master Copy .

Assistant General Manager  
Md. Jahangir Hossain  
Assistant General Manager (A-2118)  
Human Resource Management Division  
(Section-3&4)  
Sonali Bank Limited  
Head Office, Dhaka.