

**SONALI BANK LIMITED**

Head Office  
Motijheel, Dhaka-1000  
Bangladesh.

**Human Resource Management Division**

(SECTION-8)

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E-Mail [dgmhrmd@sonalibank.com.bd](mailto:dgmhrmd@sonalibank.com.bd)

NO.HRMD/SEC-8/GC-1441/4029

Dated : 02 APRIL, 2019

**MD. MOTALEB HOSSAIN (C-42504)**

Passport no. OC 0125998

Supporting Sub Staff Grade-03

Sonali Bank Limited

R. N. Road Branch

Jashore

সোনালী ব্যাংক লিমিটেড (বিজনেস আইডি)
সোনালী ব্যাংক লিমিটেড প্রধান কার্যালয়, ঢাকা।
তারিখ: 02/04/2019 সময়: ১৫:৩৬
একিড-১/২/৩, কপি/৬/৭, কোড/৮/৯, ইডি (১০/১১)
১. উপস্থাপন করুন
২. আশীর্বাদ করুন
৩. প্রাপ্ত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ দিন
৬. ....দিনের মধ্যে সম্পাদন করুন
ডেপুটি মেনেজার ম্যানেজার

Mr. Partho, Eng (IT)

**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.687dated 26 February, 2019 of Sonali Bank Limited, General Manager's Office, Khulna on the captioned subject.

It may kindly be advised that in consideration of your application and recommendation of Sonali Bank Limited, General Manager's Office, Khulna, 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 / Government 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,

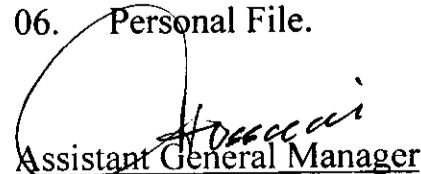
Sd/-

(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, Khulna.
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, Jashore.
04. The Manager, Sonali Bank Limited, R.N. Road Branch, Jashore. Please send the joining report of the related staff specifying the date of leave availed.
05. The Immigration Officer, All Airports / All Land Ports, Bangladesh.
06. Personal File.

  
Assistant General Manager

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