



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- 16459/3945

Date : 02/04/2019

MOHAMMAD MORTAZA REZA

Officer

Index No : C-40272

Passport No : BQ 0358587

Sonali Bank Limited

Kachua Branch

Bagerhat.

ইনফরমেশন টেকনোলজির ডিভিশন(বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ: ০২/০৪/১৯ বছর ২৫২৪
এইচএম-১/২/৩, এনপিও/সি, ডেপুটি, ইন্স (আইটি)

১. উপস্থাপন করুন
২. জালাপ করুন
৩. প্রাপ্ত জবাব দিন
৪. দৃষ্টিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ দিন
৬.দিনের মধ্যে সম্পাদন করুন

ডেপুটি জেনারেল ম্যানেজার

Mr Partho, Eng (IT)

[Handwritten signature]

Subject: Sanction of 15(Fifteen) days leave(Outside Bangladesh) with full pay from 07/05/2019 or the date of availment to visit the holy places in India.

Dear Sir,

Reference letter no. 1006 dated the 05th March, 2019 of Sonali Bank Limited, General Manager's Office, Khulna 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 07/05/2019 or the date of availment to visit the holy 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, Khulna.
2. Deputy General Manager, Information Technology Division(Business IT), Sonali Bank Limited, Head Office, Dhaka.
3. Assistant General Manager, Sonali Bank Limited, Regional Office, Bagerhat.
4. Manager, Sonali Bank Limited, Kachua Branch, Bagerhat.
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 .

[Handwritten signature]

Assistant General Manager

Md. Jahangir Hossain
Assistant General Manager (A-2116)
Human Resource Management Division
(Section-3&4)
Sonali Bank Limited
Head Office, Dhaka.