



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION

OFFICER MANAGEMENT DIVISION(SECTION-4)

Head Office, Motijheel

Dhaka-1000, Bangladesh

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No. HRMD/SEC-4/PF- 20679/4214

Date : 08/04/2019

ANISUR RAHMAN

Officer

Index No : G-33631

Passport No : BX 0406831

Sonali Bank Limited

Rajarhat Branch

Kurigram.

ইনফরমেশন টেকনোলজি ডিভিশন(বিজনেস আইটি)  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।  
তারিখ: 08/04/2019  
ক্রমিক নং: ১২/৩, এমপিও/সি. এম.এম.সি. ইটি (সেইট)

- উপস্থাপন করুন
- আলাপ করুন
- দ্রুত জবাব দিন
- প্রতিক্রিয়া করুন
- প্রয়োজনীয় পদক্ষেপ নিন
- .....দিনের মধ্যে সম্পাদন করুন

ডেপুটি জেনারেল ম্যানেজার

Mr. Fatha, 08/04/19

**Subject: Sanction of 15(Fifteen) days leave(Outside Bangladesh) with full pay from the date of availment to go to India in religious purpose.**

Dear Sir,

Reference letter no. 1454 dated the 14<sup>th</sup> February, 2019 of Sonali Bank Limited, General Manager's Office, Rangpur 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 go to India in religious purpose 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, Rangpur.
2. Deputy General Manager, Information Technology Division(Business IT), Sonali Bank Limited, Head Office, Dhaka.
3. Assistant General Manager( In Charge), Sonali Bank Limited, Principal Office, Kurigram.
4. Manager, Sonali Bank Limited, Rajarhat Branch, Kurigram.
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.