



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION
(SECTION-5)

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No. HRMD/SEC-5/OUTSIDE/SOC-11217/4334

Dated: 09 April, 2019

Mrs. ABIDA SULTANA (C-43152)
Senior Officer Cash (Joint Custodian Cash)
Sonali Bank Limited
Mirpur Shilpa Elaka Branch,
Dhaka.

ইনকরমেন টেকনোলজি ডিভিশন (বিজনেস অফিস)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ: 09/04/2019
ক্রম: ১২৩৪
১. উপস্থাপন করুন
২. জ্ঞাপন করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পত্রাদি দিন
৬.দিনের মধ্যে সম্পাদন করুন
স্বাক্ষরিত জেনারেল ম্যানেজার

Mr Fartho, Eng (It)

Subject: Sanction of 30 (Thirty) days leave (Outside Bangladesh) with full pay to Visit India.

Dear Sir,

Reference may please be made to the letter No. 1285 dated the 20 March, 2019 of Sonali Bank Limited, General Manager's Office, Dhaka-2 on the captioned subject.

It may kindly be advised that in consideration of your application and recommendation of General Manager's Office, Dhaka-2 the authority has sanctioned 30 (Thirty) days full pay leave (Outside Bangladesh) including transit period and government weekly holidays from the date of availment with a permission to visit India for her husband's treatment purpose under the following terms & conditions:

Conditions:

- 1) You have to bear all expenses of the proposed visit. There will be no financial involvement of Sonali Bank Limited / Govt. 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. General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-2.
02. 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. Deputy General Manager, Sonali Bank Limited, Principal Office, Mirpur, Dhaka. **Please send the joining report of the related officer specifying the date of leave availment. As per your recommendation and consequent upon approval of the authority Md Rusel (C-45295), Officer Cash, Mirpur Shilpa Elaka Branch, Dhaka will hold the charge of Joint Custodian Cash temporarily during the leave of Abida Sultana (C-43152).**
04. Manager, Sonali Bank Limited, Mirpur Shilpa Elaka Branch, Dhaka.
05. Md Rusel (C-45295), Officer Cash, Mirpur Shilpa Elaka Branch, Dhaka.
06. Immigration Officer, All Airport, All Land port, Bangladesh
07. Personal File.

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