



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office  
Motijheel, Dhaka.

Human Resource Management Division

Staff Management Department (Sec-6)

Phone : 9564515, 47115437

Fax: 88-02-9573765

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

NO.HRMD/SMD/SEC-6/PF-AOG-1(Cash)-8558/4378

Date: 09-04-2019

**MOHAMMED MOHI UDDIN CHOWDHURY (C-38727)**

(Passport No: BL0208477)

Assistant Officer Grade-1(Cash)

Sonali Bank Limited

Banur Bazar Branch

Chattogram.

**Sub: 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.1095 and dated 11 March, 2019 of Sonali Bank Limited, General Manager's Office, Chattogram on the captioned subject.

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

**Conditions:**

01. You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited/Government of Bangladesh.
02. This sanctioned leave will be treated as "leave-outside Bangladesh".
03. **Over staying is strictly prohibited.**
04. This sanctioned letter will remain valid for 03(Three)months from the date of sanctioning.

Yours faithfully,


sd/-

(Md.Delowar Hossain Sarder)

Assistant General Manager

**Copy forwarded for kind information & necessary action to:-**

01. The General Manager, Sonali Bank Limited, General Manager's Office, Chattogram. It has a reference to their letter no. 1095 dated 11 March, 2019.
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, Chattogram-South, Chattogram.
04. The Immigration Officer, All Land Ports/ All Airports, Bangladesh.
05. The Manager, Sonali Bank Limited, Banur Bazar Branch, Chattogram.
06. Personal File.

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

সোনালী ব্যাংক লিমিটেড (বিভাগীয় অফিস)	
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।	
তারিখ: ০৭/৪/১৯	স্মারক: ২৩৭০
এ বিষয়ে-১/১/১৯, ১৯১৩/১৯, প্রসংগে, বিচারপত্র।	
১. উপস্থাপন করা	Mr Pantho.Eng(IT)
২. আলোচন করা	
৩. দ্রুত করার দিন	
৪. নথিভুক্ত করা	
৫. প্রয়োজনীয় পদক্ষেপ নিয়া	
৬. _____ দিনের মধ্যে সম্পাদন করা	
ডেপুটি জেনারেল ম্যানেজার	