



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION
(SECTION-5)

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No. HRMD/SEC-5/OUTSIDE/SOC-9771/4477

Dated: 10 April, 2019

Mr. MD. MAMUNUR RASHID (C-40330)
Senior Officer Cash (Joint Custodian Cash)
Sonali Bank Limited
Puratan Bus Stand Branch,
Thakurgaon.

ইনকম্পেন্সন টেকনোলজি ডিভিশন(বিজনেস আইটি) সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা। তারিখ: ১১/৪/১৯ এক্সেস-১/২/৩, প্রশাসনিক, মোসাম্মত সীদা বেগম (জিএস) ১. উপস্থাপন করুন ২. আলোচন করুন ৩. সন্মত জবাব দিন ৪. সন্মতি করুন ৫. প্রয়োজনীয় পত্রসংগ্রহ দিন ৬.দিনের মধ্যে সম্পাদনা করুন ডেপুটি জেনারেল ম্যানেজার

Md. Mamunur Rashid (IT)
11/4

Subject: Sanction of 07 (Seven) days leave (Outside Bangladesh) with full pay to Visit India.

Dear Sir,

Reference may please be made to the letter No. 2468 dated the 03 April, 2019 of Sonali Bank Limited, General Manager's Office, Rangpur on the captioned subject.

It may kindly be advised that in consideration of your application and recommendation of General Manager's Office, Rangpur the authority has sanctioned 07 (Seven) days full pay leave (Outside Bangladesh) including transit period and government weekly holidays from the date of 24.04.2019 to 30.04.2019 or from the date of availment with a permission to visit India for his wife'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, Rangpur.
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, Thakurgaon. 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 Mosammat Sayeda Begum (G-32682), Officer Cash, Puratan Bus Stand Branch, Thakurgaon will hold the charge of Joint Custodian Cash temporarily during the leave of Md Mamunur Rashid (C-40330).
04. Manager, Sonali Bank Limited, Puratan Bus Stand Branch, Thakurgaon.
05. Mosammat Sayeda Begum (G-32682), Officer Cash, Puratan Bus Stand Branch, Thakurgaon.
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.