



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION
(SECTION-5)

Head Office, Motijheel C/A.,
Dhaka-1000. Bangladesh.
Phone : 88-02-9564515 (DGM)
& : 88-02-47115437 (AGM)
Fax : 88-02-9573765
Email : dgmhmd@sonalibank.com.bd
pmdsblho@gmail.com
sbl.hrm5@sonalibank.com.bd

No. HRMD/SEC-5/OUTSIDE/OC-11642/4500

Dated: 10 April, 2019

Mrs. ARCHITA MONDAL (C-43927)
Officer Cash
Sonali Bank Limited
Goran Branch,
Dhaka.

ইনসুরেন্স টেকনোলজি ডিভিশন(বিজনেস আইটি) সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা। তারিখ: ১০/০৪/১৯ ক্রমিক-১/২/৩, ৪/৫/৬/৭, ৮/৯/১০/১১/১২ ১. উপস্থাপন করণ ২. আদায় করণ ৩. দ্রুত জবাব দিন ৪. মঞ্জুর করণ ৫. প্রয়োজনীয় পদক্ষেপ দিন ৬.দিনের মধ্যে সম্পাদন করণ ডেপুটি জেনারেল ম্যানেজার

Subject: Sanction of 20 (Twenty) days leave (Outside Bangladesh) with full pay to Visit India.

Dear Sir,

Reference may please be made to the letter No. 1407 dated the 24 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 20 (Twenty) 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 mother'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, Dhaka East, Dhaka. **Please send the joining report of the related officer specifying the date of leave availment.**
04. Manager, Sonali Bank Limited, Goran Branch, Dhaka.
05. Immigration Officer, All Airport, All Land port, Bangladesh
06. Personal File.


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