



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION

OFFICER MANAGEMENT DIVISION(SECTION-4)

৬

Head Office, Motijheel

Dhaka-1000, Bangladesh

Phone: 88-02-9551121

Website : www.sonalibank.com.bd

E-mail : sbl.hrmd4@sonalibank.com.bd

No. HRMD/SEC-4/PF- 23802/4567

Date : 16/04/2019

MINATI RANI NATH

Officer(IT)

Index No : G-34739

Passport No : OC 6146681

Sonali Bank Limited

Laxmipur Branch

Laxmipur.

ইনকম্পেন্সন টেকনোলজি ডিভিশন(বিজনেস আইটি)  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।  
তারিখ: ১৬/০৪/১৯ তার নম্বর: ২৯৬৭  
একিংশ অর্ধ, বর্ষপঞ্চমি, পেরোমোনি, ইন্ডা (ভারত)

- উপস্থাপন করন
- আলাপ করন
- প্রকৃত অব্যবহ দিন
- সম্মতি করন
- পরোক্ষীয় পদক্ষেপ দিন
- .....দিনের মধ্যে সম্পাদন করন

My Partho, Eng (IT)

ডেপুটি জেনারেল ম্যানেজার

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

Dear Sir,

Reference letter no. 1004 dated the 14<sup>th</sup> March, 2019 of Sonali Bank Limited, General Manager's Office, Cumilla 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 visit the holy places in India 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, Cumilla.
2. Deputy General Manager, Information Technology Division(Business IT), Sonali Bank Limited, Head Office, Dhaka.
3. Assistant General Manager, Sonali Bank Limited, Regional Office, Laxmipur.
4. Manager, Sonali Bank Limited, Laxmipur Branch, Laxmipur.
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.