



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION

OFFICER MANAGEMENT DIVISION(SECTION-4)

Head Office, Motijheel

Dhaka-1000, Bangladesh

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No. HRMD/SEC-4/PF- 17125/5093

Date : 29/04/2019

MOHAMMAD RAHAT ZAMAN

Officer

Index No : C-40635

Passport No : BQ 0995581

Sonali Bank Limited

Nagarkanda Branch

Faridpur.

সোনালী ব্যাংক লিমিটেড (বিল্ডিংস অফিস)  
 সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।  
 তারিখ: ২৯/০৪/১৯  
 নম্বর: ১৭১২৫/৫০৯৩  
 এফিডেভিট/সি.এস.ও.সি. প্রোগ্রাম/সি.ইটি (আইটি)

১. উপস্থাপনা করণ  
 ২. আলাপ করণ  
 ৩. ছুত জবাব দিন  
 ৪. নথিভুক্ত করণ  
 ৫. প্রয়োজনীয় পদক্ষেপ নিন  
 ৬. .......দিয়ে মধ্য সম্পাদন করণ

ডেপুটি জেনারেল ম্যানেজার

M. Jahangir Hossain, Eng (IT)

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

Dear Sir,

Reference letter no. 558 dated the 12<sup>th</sup> March, 2019 of Sonali Bank Limited, General Manager's Office, Faridpur 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 spectacular places like Azmeer Sharif 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, Faridpur.
2. Deputy General Manager, Information Technology Division(Business IT), Sonali Bank Limited, Head Office, Dhaka.
3. Deputy General Manager, Sonali Bank Limited, Principal Office, Faridpur.
4. Manager, Sonali Bank Limited, Nagarkanda Branch, Faridpur.
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 .

M. Jahangir Hossain

Assistant General Manager

Md. Jahangir Hossain  
Assistant General Manager (A-2118)  
Human Resource Management Division  
(Section-3&4)  
Sonali Bank Limited  
Head Office, Dhaka.