



সোনালী ব্যাংক লিমিটেড  
SONALI BANK LIMITED

Human Resource Management Division(Sec-3)  
Head Office, Motijheel C/A.  
Dhaka-1000. Bangladesh.  
Phone : 88-02-9551121  
E-Mail:sbl.hrmd3@sonalibank.com.bd

No.HRMD/SEC-3/PF/SO-21383/5035

Dated : 29 April, 2019

MOHAMMAD MOFIJUR RAHMAN (G-34887)  
Passport No. BQ-0675022  
Senior Officer (IT)  
Sonali Bank Limited  
Khulna Corporate Branch, Khulna,  
Bangladesh.

ই-ফরমেশন টেকনোলজি ডিভিশন(বিজনেস আইটি) সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা। তারিখ: 29/04/2019 ক্রি.নং-1/2/3, প্রশাসনিক, সেকেন্ডারি, ইটি (স্বইটি)
১. উপস্থাপন করণ ২. আলাপ করণ ৩. প্রকৃত জবাব দিন ৪. বখিষ্কৃত করণ ৫. প্রয়োজনীয় পদক্ষেপ নিম ৬. ....দিনের মধ্যে সম্পাদন করণ
ডেপুটি জেনারেল ম্যানেজার

Mr Faruk, Eng (IT)

**Subject : Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit India.**

Dear Sir

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

- (1) You will have to bear all expenses of the proposed visit.
- (2) There will be no financial involvement of Sonali Bank Limited / Government of Bangladesh.
- (3) Staying abroad over the sanctioned leave will not be allowed.
- (4) This sanction letter is valid for 03 (Three) months from the date of issue.

Yours faithfully

Sd/-

(Md. Jahangir Hossain)

Assistant General Manager.

Copy forwarded for kind information & necessary action:

01. General Manager, Sonali Bank Limited, General Manager's Office, Khulna.
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, Khulna Corporate Branch, Khulna. They are requested to send his joining report after availment of leave.
04. Immigration Officer, All International Airports/Landports of Bangladesh.
05. Master Copy/Personal File/Office 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.