



সোনালী ব্যাংক লিমিটেড  
SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION  
(SECTION-5)

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No. HRMD/SEC-5/OUTSIDE/OC-11092/5136

Dated: 29 April, 2019

Mr. MD ABDUL GAFFAR (C-43282)  
Officer Cash (Joint Custodian Cash)  
Sonali Bank Limited  
Naldanga Hat Branch,  
Natore.

সেফটমেশন টেকনোলজির ডিভিশন(বিজনেস আইটি) সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা। তারিখ: ২৯/০৪/১৯ ক্রমিক: ১/২/৩, ৪ম পত্রিকা, প্রোগ্রামার/সি. ইটি (অফিস)
১. উপস্থাপন করুন ২. আলাপ করুন ৩. দ্রুত জবাব দিন ৪. নথিভুক্ত করুন ৫. প্রয়োজনীয় পদক্ষেপ নিন ৬. ....দিনের মধ্যে সম্পাদন করুন
ডেপুটি জেনারেল ম্যানেজার

Ar Partho, Eng (IT)

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

Dear Sir,

Reference may please be made to the letter No. 1379 dated the 01 April, 2019 of Sonali Bank Limited, General Manager's Office, Rajshahi on the captioned subject.

It may kindly be advised that in consideration of your application and recommendation of General Manager's Office, Rajshahi the authority has sanctioned 15 (Fifteen) days full pay leave (Outside Bangladesh) including transit period and government weekly holidays from the date of availment with a permission to visit India 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, Rajshahi.
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, Natore. **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 Ferdous Morshed Mukul (C-44839), Officer Cash, Naldanga Hat Branch, Natore will hold the charge of Joint Custodian Cash temporarily during the leave of Md Abdul Gaffar (C-43282).**
04. Manager, Sonali Bank Limited, Naldanga Hat Branch, Natore.
05. Ferdous Morshed Mukul (C-44839), Officer Cash, Naldanga Hat Branch, Natore.
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.