



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION
OFFICER MANAGEMENT DIVISION(SECTION-4)

Head Office, Motijheel
Dhaka-1000, Bangladesh
Phone: 88-02-9551121
Website : www.sonali bank.com.bd
E-mail : sbl.hrmd4@sonalibank.com.bd

No. HRMD/SEC-4/PF- 20694/5175

Date : 05/05/2019

MD RASHIDUZZAMAN
Officer

Index No : G - 33522

Passport No : OC 7146563

Sonali Bank Limited

Kurigram Branch

Kurigram.

ইনফরমেশন ট্রেসিং ডিভিশন(বিজনেস আইটি)	
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।	
তারিখ: 6/5/19	নম্বর: 0064
ক্রমিক-১/২/৩, এমপিও/সি. প্রোগ্রামার/সি. ইন্স (আইটি)	
১. উপস্থাপন করুন	
২. জ্ঞাপন করুন	
৩. দ্রুত ডাবাব দিন	
৪. নথিভুক্ত করুন	
৫. প্রয়োজনীয় পদক্ষেপ নিন	
৬.দিনের মধ্যে সম্পাদন করুন	
ডেপুটি জেনারেল ম্যানেজার	

Mr. Parulho
Ershad (T)

Subject: Sanction of 15(Fifteen) days leave(Outside Bangladesh) with full pay from the date of availment to offer prayer at the holy Azmeer Sharif & visit the historical places in India.

Dear Sir,

Reference letter no. 2698 dated the 08th April, 2019 of Sonali Bank Limited, General Manager's Office, Rangpur 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 offer prayer at the holy Azmeer Sharif & visit the historical 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, Rangpur.
2. Deputy General Manager, Information Technology Division(Business IT), Sonali Bank Limited, Head Office, Dhaka.
3. Assistant General Manager(In Charge), Sonali Bank Limited, Principal Office, Kurigram.
4. Assistant General Manager, Sonali Bank Limited, Kurigram Branch, Kurigram.
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

Mr. Jahangir Hossain
Assistant General Manager (A. 2018)
Human Resource Management Division
(Section-4)
Sonali Bank Limited
Dhaka