



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office  
Motijheel, Dhaka

Human Resource Management Division

Staff Management Department (Section-6)

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E-mail : dgmhrmd@sonalibank.com.bd

NO-HRMD/SMD-06/PF-AOG-1(IT)-651/5653

Dated : 19 May, 2019

ANJALI RANI SARKER (G-33948)

(Passport No. BX 0184748)

Assistant Officer Grade-1 (IT)

Sonali Bank Limited

Tangail Branch

Tangail.

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

Reference may please be made to the letter no. 1081 dated 28.04.2019 of Sonali Bank Limited, General Manager's Office, Mymensingh on the captioned subject.

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

**Conditions :**

01. You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited/Government of Bangladesh.
02. It will be treated as "Leave-outside Bangladesh".
03. **Over staying abroad will not be allowed.**
04. This sanctioned letter will be valid for 3 (Three) months from the date of issue.

Yours Faithfully,

Sd/-

(Md. Delowar Hossain Sarder)

Assistant General Manager

**Copy forwarded for kind information & necessary action to :**

01. The General Manager, Sonali Bank Limited, General Manager's Office, Mymensingh. It has a reference to their letter no. 1081, dated 28.04.2019
02. The Deputy General Manager, Information and 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. The Deputy General Manager, Sonali Bank Limited, Principal Office, Tangail.
04. The Assistant General Manager, Sonali Bank Limited, Tangail Branch, Tangail.
05. The Immigration Officer, Hazrat Shahjalal (Rh.) International Airport, Dhaka/All Land Ports, Bangladesh.
06. Personal File.

Assistant General Manager

Md. Delowar Hossain Sarder  
Assistant General Manager  
Human Resource Management Division  
Sonali Bank Limited  
Head Office, Dhaka.

TRAVEL\_ADVICE-141

ইনফরমেশন টেকনোলজি ডিভিশন(বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড প্রধান কার্যালয়, ঢাকা।
তারিখ: 20190519
ক্রিএন-1/2/3, এসপিও/সি, মোহাম্মদপুর, ইঞ্জিঃ (আইটি)
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

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Mr Fartho, Eng (IT)