



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION
(SECTION-5)

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No. HRMD/SEC-5/OUTSIDE/OC-12090/6263

Dated: 30 May 2019

Mr. RUBEL DUTTA (C-46269)
Officer Cash
Sonali Bank Limited
CHUET Branch,
Chattogram.

Subject: Sanction of 25 (Twenty Five) days leave (Outside Bangladesh) with full pay to Visit India for medical treatment.

Dear Sir,

Reference may please be made to the letter No. 2079 dated the 23 May, 2019 of Sonali Bank Limited, General Manager's Office, Chattogram on the captioned subject.

It may kindly be advised that in consideration of your application and recommendation of General Manager's Office, Chattogram, the authority has sanctioned 25 (Twenty Five) days full pay leave (Outside Bangladesh) including transit period and government weekly holidays from the date of avilment with a permission to visit India for medical treatment 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, Chattogram.
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, Chattogram South, Chattogram. **Please send the joining report of the related officer specifying the date of leave avilment.**
04. Manager, Sonali Bank Limited, CHUET Branch, Chattogram.
05. Immigration Officer, All Airport, All Land port, Bangladesh
06. Personal File.


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