



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-21788/6114

Dated : 29 May, 2019

HALIMA KABIR (C-46320)  
Passport No. BY-0755327  
Senior Officer  
Sonal Bank Limited  
General Manager's Office, Dhaka-2, Dhaka,  
Bangladesh.

ইনফরমেশন টেকনোলজি ডিভিশন(বিজনেস আইটি) সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা। তারিখ: 29/05/19, নম্বর: 2962 একি-৩২-১/৯/৩, এলপিও/সি, মোমতাসসি, ইটি: (আইটি)
১. উপস্থাপন করুন ২. আলাপ করুন ৩. দৃঢ় জবাব দিন ৪. নথিভুক্ত করুন ৫. প্রয়োজনীয় পরামর্শ দিন ৬. ....দিনের মধ্যে সম্পাদন করুন
ডেপুটি সেনিয়ার ম্যানেজার

Mr Partho. Eng (IT)

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

Dear Madam,

We have the pleasure to advise that in consideration of your application and recommendation of Sonali Bank Limited, General Manager's Office, Dhaka-2, Dhaka the authority has sanctioned 15 (Fifteen) days leave (Outside Bangladesh) with full pay from 09-06-2019 or the date of availment with a permission to visit Malaysia 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, Dhaka-2, Dhaka. They are requested to send her joining report after availment of leave.
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. Immigration Officer, All International Airports/Landports of Bangladesh.
04. Master Copy/Personal File/Office Copy.

Assistant General Manager

Md. Jahangir Hossain  
Assistant General Manager (A-2116)  
Human Resource Management Division  
(Section-3&4)  
Sonal Bank Limited  
Head Office, Dhaka.