



সোনালী ব্যাংক লিমিটেড  
SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION  
(SECTION-5)

Head Office, Motijheel C/A.,  
Dhaka-1000. Bangladesh.  
Phone : 88-02-9564515 (DGM)  
& : 88-02-47115437 (AGM)  
Fax : 88-02-9573765  
Email : dgmhrmd@sonalibank.com.bd  
pmdsblho@gmail.com  
sbl.hrmd5@sonalibank.com.bd

No. HRMD/SEC-5/OUTSIDE/OC-9890/6264

Dated: 30 May, 2019

Mrs. KAZI ROKSANA AMIN (C-39942)  
Officer Cash (Joint Custodian Cash)  
Sonali Bank Limited  
BINA Branch,  
Mymensingh.

ইনফরমেশন টেকনোলজি ডিভিশন (বিজনেস আইটি)  
সোনালী ব্যাংক লিমিটেড প্রধান কার্যালয়, ঢাকা।  
তারিখ: 30/05/2019, নম্বর: 2899  
এজিএম-1/2/5, এমপিও/সি, সোয়াখারসি, ইটি: (আইটি)  
১. উপস্থাপন করুন  
২. অলাপ করুন  
৩. প্রস্তুত জবাব দিন  
৪. নথিভুক্ত করুন  
৫. ধারোজনীয় পদক্ষেপ নিন  
৬. ....দিনের মধ্যে সম্পাদন করুন  
ডেপুটি জেনারেল ম্যানেজার

**Subject: Sanction of 05 (Five) days leave (Outside Bangladesh) with full pay to Visit India.**

Dear Sir,

Reference may please be made to the letter No. 1155 dated the 07 May, 2019 of Sonali Bank Limited, General Manager's Office, Mymensingh on the captioned subject.

It may kindly be advised that in consideration of your application and recommendation of General Manager's Office, Mymensingh the authority has sanctioned 05 (Five) days full pay leave (Outside Bangladesh) including transit period and government weekly holidays from the date of 09.06.2019 to 13.06.2019 or 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, Mymensingh.
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, Mymensingh. **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 Jeb-E-Ferdous (C-33318), Officer Cash, BINA Branch, Mymensingh will hold the charge of Joint Custodian Cash temporarily during the leave of Kazi Roksana Amin (C-39942).**
04. Manager, Sonali Bank Limited, BINA Branch, Mymensingh.
05. Jeb-E-Ferdous (C-39918), Officer Cash, BINA Branch, Mymensingh.
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.