



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION

OFFICER MANAGEMENT DEPT. (SECTION- 4)

Head Office, Motijheel

Dhaka-1000, Bangladesh

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No. HRMD/SEC-4/PF- 20308/6379

Date : 03/06/2019

**MASHIUR RAHMAN**

Officer

Index No : C - 44419

Passport No : **OC 2176804**

Sonali Bank Limited

Narsingdi Branch

Narsingdi.

ইনফরমেশন টেকনোলজি ডিভিশন(বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ: 03/06/2019
ক্রমিক নং: ১/২/৩, ৪/৫/৬/৭/৮, ইত্যাদি (আইটি)
১. উপস্থাপন করুন
২. জালাপ করুন
৩. প্রস্তুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬. ....দিনের মধ্যে সম্পাদন করুন
ডেপুটি জেনারেল ম্যানেজার

**Subject: Sanction of 06(Six) days leave(Outside Bangladesh) with full pay from the date of availment to visit the holy places in India.**

Dear Sir,

Reference letter no. 816 dated the 04<sup>th</sup> March, 2019 of Sonali Bank Limited, General Manager's Office, Dhaka-1 on the captioned subject .

We advise that in consideration of your application and recommendation of concerned General Manager's Office, the authority has sanctioned 06(Six) days leave(Outside Bangladesh) with full pay from the date of availment to visit the holy 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, Dhaka-1.
2. Deputy General Manager, Information Technology Division(Business IT), Sonali Bank Limited, Head Office, Dhaka.
3. Deputy General Manager, Sonali Bank Limited, Principal Office, Narsingdi.
4. Assistant General Manager, Sonali Bank Limited, Narsingdi Branch, Narsingdi.
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

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