



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION

OFFICER MANAGEMENT DEPT. (SECTION- 4)

Head Office, Motijheel

Dhaka-1000, Bangladesh

Phone: 88-02-9551121

Website : www.sonalibank.com.bd

E-mail : sbl.hrmd4@sonalibank.com.bd

No. HRMD/SEC-4/PF- 17317/6377

ইনকোর্পোরেশন টেকনোলজি ডিভিশন(বিজনেস অফিস)  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।  
তারিখ: 03/06/2019  
এক্সেস-১/২/১০, ওসাপস/সি. প্রোগ্রামার/সি. ই.ই. (খাইটি)

- উপস্থাপন করুন
- আলাপ করুন
- স্বত জবাব দিন
- সমীক্ষা করুন
- প্রয়োজনীয় পদক্ষেপ নিন
- .....দিনের মধ্যে সম্পাদন করুন

ডেপুটি জেনারেল ম্যানেজার

Date : 03/06/2019

**MD DELWAR HOSSAIN**

Officer

Index No : G - 35078

Passport No : OC 9098187

Sonal Bank Limited

Joypurhat East Branch

Joypurhat.

**Subject: Sanction of 15(Fifteen) days leave(Outside Bangladesh) with full pay from the date of availment to offer prayer at the Azmeer Sharif and visit the spectacular places in India.**

Dear Sir,

Reference letter no. 1578 dated the 09<sup>th</sup> April, 2019 of Sonali Bank Limited, General Manager's Office, Rajshahi on the captioned subject .

We advise that in consideration of your application and recommendation of concerned General Manager's Office, the authority has sanctioned 15(Fifteen) days leave(Outside Bangladesh) with full pay from the date of availment to offer prayer at the Azmeer Sharif and visit the spectacular 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, Rajshahi.
2. Deputy General Manager, Information Technology Division(Business IT), Sonali Bank Limited, Head Office, Dhaka.
3. Assistant General Manager, Sonali Bank Limited, Regional Office, Joypurhat.
4. Manager, Sonali Bank Limited, Joypurhat East Branch, Joypurhat.
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-2118)  
Human Resource Management Division  
(Section-3&4)  
Sonali Bank Limited  
Head Office, Dhaka