



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

No. HRMD/SEC-4/PF- 23499/6404

Date : 09/06/2019

MD BISHARAT HOSSAIN

Officer

Index No : G - 29226

Passport No : BM 0362089

Sonali Bank Limited

Halsa Branch

Kushtia.

ইনফরমেশন টেকনোলজি ডিভিশন(বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ: ০৯/০৬/১৯
ক্রমিক-১/২/৩, ৪/৫/৬/৭/৮, ইত্যাদি (আইটি)
১. উপস্থাপন করুন
২. আলোচন করুন
৩. প্রত জবাব দিন
৪. নথিভুক্ত করুন
৫. ব্যয়োজনীয় পদক্ষেপ নিন
৬.সিগের মধ্যে সম্পাদনা করুন
ডেপুটি জেনারেল ম্যানেজার

Subject: Sanction of 15(Fifteen) days leave(Outside Bangladesh) with full pay from the date of availment to offer paryer at the Azmeer Sharif in India.

Dear Sir,

Reference letter no. 953 dated the 02nd May, 2019 of Sonali Bank Limited, General Manager's Office, Faridpur 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 paryer at the Azmeer Sharif 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, Faridpur.
2. Deputy General Manager, Information Technology Division(Business IT), Sonali Bank Limited, Head Office, Dhaka.
3. Deputy General Manager, Sonali Bank Limited, Principal Office, Kushtia.
4. Manager, Sonali Bank Limited, Halsa Branch, Kushtia.
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