



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION
(SECTION-5)

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No. HRMD/SEC-5/OUTSIDE/OC-12033/6441

Dated: 09 June, 2019

Mr. RAFIDIN KAYESH BHUYAN (C-45412)
Officer Cash
Sonali Bank Limited
Dayagonj Branch,
Dhaka.

ইনস্ট্রাকশন টেকনিক্যাল ডিভিশন/ইনস্ট্রাকশন ডিভিশন
সোনালী ব্যাংক লিমিটেড, ডি.সি.ও. অফিস, ঢাকা-২
তারিখ: ১১/০৬/২০১৯
ক্রমিক নং: ১/১০, ১১/০৬/২০১৯, ১১/০৬/২০১৯
১. উপস্থাপন করুন
২. অসম্মত করুন
৩. প্রত্যুত্তর দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পত্রাদেশ দিন
৬.নিউজ নং/১১/০৬/২০১৯ করুন
ডেপুটি জেনারেল ম্যানেজার

Subject: Sanction of 10 (Ten) days leave (Outside Bangladesh) with full pay to Visit India.

Dear Sir,

Reference may please be made to the letter No. 1096 dated the 06 May, 2019 of Sonali Bank Limited, General Manager's Office, Sylhet on the captioned subject.

It may kindly be advised that in consideration of your application and recommendation of General Manager's Office, Sylhet, the authority has sanctioned 10 (ten) days full pay leave (Outside Bangladesh) including transit period and government weekly holidays from the date of 19.07.2019 to 28.07.2019 or from the date of avilment 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, Dhaka-2.
02. General Manager, Sonali Bank Limited, General Manager's Office, Sylhet.
03. 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.
04. Deputy General Manager, Sonali Bank Limited, Principal Office, Dhaka East, Dhaka. **Please send the joining report of the related officer specifying the date of leave avilment.**
05. Deputy General Manager, Sonali Bank Limited, Principal Office, Moulvibazar.
06. Manager, Sonali Bank Limited, Dayagonj Branch, Dhaka.
07. Manager, Sonali Bank Limited, Chandgram Branch, Moulvibazar.
08. Immigration Officer, All Airport, All Land port, Bangladesh
09. Personal File.

Assistant General Manager
Md. Delowar Hossain Sarder
Assistant General Manager
Human Resource Management Division
Sonali Bank Limited
Head Office, Dhaka.