



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 - 20207/6777

Date : 18/06/2019

**HASINA AKHTAR**

Officer

Index No : C - 44721

Passport No : BR 0657466

Sonali Bank Limited

Halishahar Housing Estate Branch

Chattogram.

ইনকোরপোরেশন টেকনোলজি ডিভিশন(বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ: 25/06/2019
এক্সেস-1/2/3 এক্সেসিওসি, প্রোগ্রামারসি, ইঞ্জি (সাইট)
১. উপস্থাপন করান
২. আলোচ্য করান
৩. দ্রুত জবাব দিন
৪. মাথকুজ করান
৫. প্রয়োজনীয় পত্রাদেশ দিন
৬. .......বিষয়ের মধ্যে সম্পাদন করান
ডেপুটি জেনারেল ম্যানেজার

2925

Mr Farhan Eng (IT)

**Subject: Sanction of 21(Twenty One) days leave(Outside Bangladesh) with full pay from 30/06/2019 or the date of availment to attend at the graduation ceremony of your spouse in the United Kingdom.**

Dear Sir,

Reference letter no. 2080 dated the 23<sup>rd</sup> May, 2019 of Sonali Bank Limited, General Manager's Office, Chattogram on the captioned subject .

We advise that in consideration of your application and recommendation of concerned General Manager's Office, the authority has sanctioned 21(Twenty One) days leave(Outside Bangladesh) with full pay from 30/06/2019 or the date of availment to attend at the graduation ceremony of your spouse in the United Kingdom 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, Chattogram.
2. Deputy General Manager, Information Technology Division(Business IT), Sonali Bank Limited, Head Office, Dhaka.
3. Deputy General Manager, Sonali Bank Limited, Principal Office, Chattogram-South, Agrabad, Chattogram.
4. Manager, Sonali Bank Limited, Halishahar Housing Estate Branch, Chattogram.
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