



**সোনালী ব্যাংক লিমিটেড**  
**SONALI BANK LIMITED**

HUMAN RESOURCE MANAGEMENT DIVISION  
OFFICER MANAGEMENT DIVISION(SECTION-4)

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No. HRMD / SEC-4 / PF-11755 /6930

Date : 23/06/2019

**MD NAZMUL AHSAN**  
Officer  
Index No : G-23809  
Passport No : OC 0104610  
Foreign Remittance Management Division  
Sonali Bank Limited  
Head Office  
Dhaka.

ইনফরমেশন টেকনোলজি ডিভিশন(বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: 23/06/19, নম্বর: 26-38
একিএম-১/২/৩, এপিও/সি, খোজানারদি, ইঃঃ (আইটি)
১. উপস্থাপন করুন
২. আদ্যাপ করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ দিন
৬. ....দিনের মধ্যে বাস্তবায়ন করুন
ডেপুটি জেনারেল ম্যানেজার

*Md. Jahangir Hossain*

**Subject: Sanction of 15(Fifteen) days leave(Outside Bangladesh) with full pay from 21/07/2019 or the date of availment to meet realtives & visit the spectacular places in India & Bhutan.**

Dear Sir,

Reference letter no. 1099 dated the 23rd May, 2019 of Foreign Remittance Management Division , Sonali Bank Limited, Head Office, Dhaka on the captioned subject.

We advise that in consideration of your application and recommendation of concerned division, the authority has sanctioned 15(Fifteen) days leave(Outside Bangladesh) with full pay from 21/07/2019 or the date of availment to meet realtives & visit the spectacular places in India & Bhutan under the following terms and conditions :

1. You have to bear all expenses of the 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. Deputy General Manager, Foreign Remittance Management Division, Sonali Bank Limited, Head Office, Dhaka.
2. Deputy General Manager, Information Technology Division(Business IT), Sonali Bank Limited, Head Office, Dhaka.
3. Immigration Officer, Hazrat Shahjalal (Rh.) International Airport, Dhaka, Bangladesh.
4. Immigration Officer, All Other International Airports / Land ports, Bangladesh.
5. Personal File / Master Copy .

*Md. Jahangir Hossain*

Assistant General Manager

Md. Jahangir Hossain  
Assistant General Manager (G-2118)  
Human Resource Management Division  
(Section-4&5)  
Sonali Bank Limited  
Head Office, Dhaka