



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

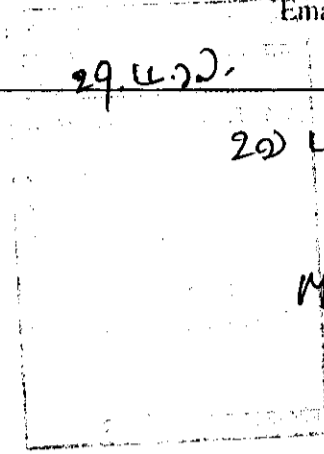
HUMAN RESOURCE MANAGEMENT DIVISION
(SECTION-5)

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No. HRMD/SEC-5/OUTSIDE/SOC-10429/7324

Dated: 26 June, 2019

Mr. BELAL HOSSAIN (C-42534)
Senior Officer Cash (Joint Custodian Cash)
Sonali Bank Limited
Koyra Branch,
Khulna.



Mr Fartho, Eng (IT)

Subject: Sanction of 20 (Twenty) days leave (Outside Bangladesh) with full pay to Visit India.

Dear Sir,

Reference may please be made to the letter No. 2382 dated the 12 June, 2019 of Sonali Bank Limited, General Manager's Office, Khulna on the captioned subject.

It may kindly be advised that in consideration of your application and recommendation of General Manager's Office, Khulna the authority has sanctioned 20 (Twenty) days full pay leave (Outside Bangladesh) including transit period and government weekly holidays from the date of 07.07.2019 to 26.07.2019 or from the date of availment 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, Khulna.
02. 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.
03. Deputy General Manager, Sonali Bank Limited, Principal Office, Khulna. **Please send the joining report of the related officer specifying the date of leave availment. As per your recommendation and consequent upon approval of the authority Netai Chandra Bachar (C-39385), Officer Cash, Koyra Branch, Khulna will hold the charge of Joint Custodian Cash temporarily during the leave of Belal Hossain (C-42534).**
04. Manager, Sonali Bank Limited, Koyra Branch, Khulna.
05. Netai Chandra Bachar (C-39385), Officer Cash, Koyra Branch, Khulna.
06. Immigration Officer, All Airport, All Land port, Bangladesh
07. Personal File.

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