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সোনালী ব্যাংক লিমিটেড  
SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION  
(SECTION-5)

Head Office, Motijheel C/A.,  
Dhaka-1000, Bangladesh.  
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No. HRMD/SEC-5/PF/OC-11773/7323

Dated: 26 June 2019

Mrs. SHAMIMA ALAM (C-43926)  
Officer Cash  
Sonali Bank Limited  
Wage Earners' Corporate Branch,  
Dhaka.

২৭ জুন ২০ ১৯  
Mrs Partho, Eng (19)

**Subject: Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to Visit India.**

Dear Sir,

Reference may please be made to the letter No. 2378 dated the 23 June, 2019 of Sonali Bank Limited, General Manager's Office, Dhaka-1, Dhaka on the captioned subject.

It may kindly be advised that in consideration of your application and recommendation of General Manager's Office, Dhaka-1, Dhaka the authority has sanctioned 15 (Fifteen) days full pay leave (Outside Bangladesh) including transit period and government weekly holidays from the date of 05.07.2019 to 19.07.2019 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, Dhaka-1, Dhaka.
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, Wage Earners' Corporate Branch, Dhaka. **Please send the joining report of the related officer specifying the date of leave availment.**
04. Immigration Officer, All Airport, All Land port, Bangladesh
05. Personal File.

Assistant General Manager

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