



SONALI BANK LIMITED

Head Office
Motijheel, Dhaka-1000
Bangladesh.

Human Resource Management Division

(SECTION-8)

☎ 47115437, FaX-9573765

E-Mail dgmhrmd@sonalibank.com.bd

NO.HRMD/SEC-8/GC-1519/7298

Dated : 26 JUNE, 2019

MD. KHAIRUL ISLAM (C-39855)

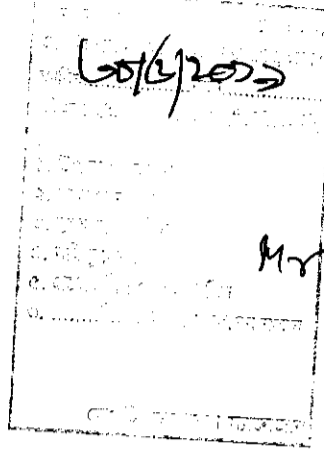
Passport no. BY 0695534

Supporting Sub Staff Grade-03

Sonali Bank Limited

Khulna Corporate Branch

Khulna.



Mr Fartho, Eng (IT)

Sub: 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.2209 dated 26 May, 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 Sonali Bank Limited, General Manager's Office, Khulna, the authority has sanctioned 15(Fifteen) days leave (Outside Bangladesh) with full pay from the date of availment with a permission to visit India for the following terms & conditions:

Conditions :

1. You will have to bear all expenses of the proposed visit. There will be no financial involvement of Sonali Bank Limited / Government 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. The General Manager, Sonali Bank Limited, General Manager's Office, Khulna.
02. The 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. The Deputy General Manager, Sonali Bank Limited, Khulna Corporate Branch, Khulna. Please send the joining report of the related staff specifying the date of leave availed.
04. The Immigration Officer, All Airports / All Land Ports, Bangladesh.
05. Personal File.

Assistant General Manager

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