



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

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

Head Office, Motijheel
Dhaka-1000, Bangladesh
Phone : 88-02-9551121
Website : www.sonalibank.com.bd
E-mail: sbl.hrmd4@sonalibank.com.bd

No. HRMD / SEC-4 / PF-21118/7684

Date : 03/07/2019

MD HARUN AR RASHID MOLLAH
Officer
Index No : G - 32449
Passport No : BX 0126412
Sonal Bank Limited
Dhaka Cantonment Corporate Branch
Dhaka.

১. ডায়েরী নং
২. তারিখ
৩. প্রাপ্তি নং
৪. প্রেরণ নং
৫. প্রাপ্তি তারিখ
৬. প্রেরণ তারিখ

Mr Partho, Eng (IT)

Subject: Sanction of 20(Twenty) days leave(Outside Bangladesh) with full pay from 07/07/2019 or the date of availment to accompany your ailing son in India.

Dear Sir,

Reference letter no. 2570 dated the 18th June , 2019 of Sonali Bank Limited, General Manager's Office, Dhaka-2 on the captioned subject .

We advise that in consideration of your application and recommendation of concerned General Manager's Office, the authority has sanctioned 20(Twenty) days leave(Outside Bangladesh) with full pay from 07/07/2019 or the date of availment to accompany your ailing son in India under the following terms and conditions :

1. You have to bear the expense 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, Dhaka-2.
2. Deputy General Manager, Information Technology Division(Business IT), Sonali Bank Limited, Head Office, Dhaka.
3. Assistant General Manager(In Charge), Sonali Bank Limited, Dhaka Cantonment Corporate Branch, Dhaka.
4. Immigration Officer, Hazrat Shahjalal (Rh.) International Airport, Dhaka, Bangladesh.
5. Immigration Officer, All Other International Airports / Land ports, Bangladesh.
6. Personal File / Master Copy .

Assistant General Manager

Md. Jahangir Hossain
Assistant General Manager (A-2118)
Human Resource Management Division
(Section-4)
Sonal Bank Limited
Head Office, Dhaka.