



সোনালী ব্যাংক লিমিটেড  
SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION  
(SECTION-5)

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No. HRMD/SEC-5/OUTSIDE/OC-11812/7803

Dated: 04 July, 2019

Mr. SHAMIM AL MAMUN SARKER (C-44589)  
Officer Cash (Joint Custodian Cash)  
Sonali Bank Limited  
Kamarjani Branch,  
Gaibandha.

ইনফরমেশন টেকনোলজি ডিভিশন(বিঃদ্রঃ অফিস) সোনালী ব্যাংক লিমিটেড, গণপ্রজাতন্ত্রী বাংলাদেশ, ঢাকা।
তারিখ: ০৭/৭/১৯ মাস: ৬
ক্রমিক নং: ৩৩, ৩৩৩, ৩৩৩, ৩৩৩, ৩৩৩ (অফিস)
১. উপস্থাপনা কাল ২. মাল্যপত্র কাল ৩. প্রাপ্তি তারিখ দিন ৪. মতিভুক্ত কাল ৫. প্রয়োজনীয় পালনযোগ্য দিন ৬. বিচার বিভাগে সম্বলিত কাল
ডেপুটি জেনারেল ম্যানেজার

**Subject: Sanction of 12 (Twelve) days leave (Outside Bangladesh) with full pay to Visit India.**

Dear Sir,

Reference may please be made to the letter No. 3934 dated the 09 June, 2019 of Sonali Bank Limited, General Manager's Office, Rangpur on the captioned subject.

It may kindly be advised that in consideration of your application and recommendation of General Manager's Office, Rangpur the authority has sanctioned 12 (Twelve) days full pay leave (Outside Bangladesh) including transit period and government weekly holidays 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. Jahangir Hossain)  
Assistant General Manager

Copy forwarded for kind information & necessary action:

01. General Manager, Sonali Bank Limited, General Manager's Office, Rangpur.
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, Gaibandha. **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 Md. Lutfur Rahaman (C-42560), Officer Cash, Kamarjani Branch, Gaibandha will hold the charge of Joint Custodian Cash temporarily during the leave of Shamim Al Mamun Sarker (C-44589).**
04. Manager, Sonali Bank Limited, Kamarjani Branch, Gaibandha.
05. Md. Lutfur Rahaman (C-42560), Officer Cash, Kamarjani Branch, Gaibandha.
06. Immigration Officer, All Airport, All Land port, Bangladesh
07. Personal File.

Assistant General Manager  
Assistant General Manager (C-2116)  
Human Resource Management Division  
(Section-5, & 4)  
Sonali Bank Limited  
Head Office, Dhaka.