



সোনালী ব্যাংক লিমিটেড  
SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION  
(SECTION-5)

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No. HRMD/SEC-5/OUTSIDE/SOC-9614/8122

Dated: 10 July, 2019

Mr. MOHAMMAD ALAMGIR HOSSAIN (C-39048)  
Senior Officer Cash (Joint Custodian Cash)  
Sonali Bank Limited  
Custom House Branch,  
Dhaka.

সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।  
তারিখ: 11/7 নম্বর: 3236  
এটি হল: ১/২/৩, সর্বপত্র, যেসবের বিধি (যদিই)  
১. উপস্থাপন করুন  
২. আলোচন করুন  
৩. দ্রুত জরুরি দিন  
৪. নথিভুক্ত করুন  
৫. প্রয়োজনীয় পত্রাদি দিন  
৬. .....দিনের মধ্যে সম্পাদন করুন  
ডেপুটি জেনারেল ম্যানেজার

**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. 2656 dated the 23 June, 2019 of Sonali Bank Limited, General Manager's Office, Dhaka-2 on the captioned subject.

It may kindly be advised that in consideration of your application and recommendation of General Manager's Office, Dhaka-2 the authority has sanctioned 20 (Twenty) 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, Dhaka-2.
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, Mirpur, Dhaka. 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. Abdullah Al Matin (C-42703), Senior Officer Cash, Custom House Branch, Dhaka will hold the charge of Joint Custodian Cash temporarily during the leave of Mohammad Alamgir Hossain (C-39048).
04. Manager, Sonali Bank Limited, Custom House Branch, Dhaka.
05. Md. Abdullah Al Matin (C-42703), Senior Officer Cash, Custom House Branch, Dhaka.
06. Immigration Officer, All Airport, All Land port, Bangladesh
07. Personal File.

Assistant General Manager  
Md. Jahangir Hossain  
Assistant General Manager (A-2116)  
Human Resource Management Division  
(Section-3&4)  
Sonali Bank Limited  
Head Office, Dhaka.