



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION  
(SECTION-5)

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No. HRMD/SEC-5/PF/OC-9676/9120

Dated: 11 July 2018

MD HADIUZZAMAN

Officer Cash

(Passport No: OC 0141662)

Sonali Bank Limited

Trisal Branch,

Mymensingh.

ইনস্ট্রাকশন ওকশনারি ডিবি (বিভাগে অফিস)  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা  
তারিখ: 12.07.18  
ক্রি.নং-1/2/3, এসসিও/সি. প্রোগ্রামার/সি. ইন্সপেক্টর  
১. উপস্থাপন করুন  
২. অলাপ করুন  
৩. দৃ-ত জবাব দিন  
৪. দখিভুক্ত করুন  
৫. প্রয়োজনীয় পদক্ষেপ নিন  
৬. ....দিনের মধ্যে সম্পাদনা করুন  
ডেপুটি জেনারেল ম্যানেজার

**Subject: Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to Visit India: Md Hadiuzzaman (C-39205), Officer Cash (Joint Custodian Cash), Sonali Bank Limited, Trisal Branch, Mymensingh.**

Dear Sir,

Reference letter No. 1729 dated the 10<sup>th</sup> June, 2018 of General Manager's Office, Mymensing on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of General Manager's Office, Mymensing, the authority has sanctioned 15 (Fifteen) days full pay leave (Outside Bangladesh) 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, Mymensing.
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, Mymensing. **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 A K M Nazrul Islam (G-28602), Officer Cash, Trisal Branch, Mymensingh will hold the charge of Joint Custodian (Cash) temporarily during the leave of Md Hadiuzzaman (C-39205).**
04. Manager, Sonali Bank Limited, Trisal Branch, Mymensingh.
05. A K M Nazrul Islam (G-28602), Officer Cash, Sonali Bank Limited, Trisal Branch, Mymensingh.
06. Immigration Officer, All Airport, All Land port, Bangladesh
07. Personal File.

Assistant General Manager

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