



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION
(SECTION-5)

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No. HRMD/SEC-5/PF/OC-10179/9119

Dated: 11 July 2018

DELOWARA BEGUM

Officer Cash

(Passport No: OC 7064553)

Sonali Bank Limited

Dinajpur Corporate Branch,

Dinajpur.

ইকনমিক টেকনোলজি ডিভিশন(জিএম অফিস)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: 12.07.2018
এজিএম-১/২/৬, এনপিও/সি, প্রোগ্রামার/সি, কক্সবাজার

১. উপস্থাপন করুন
২. আনাপ করুন
৩. প্রাপ্ত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬.দিনের মধ্যে সম্পাদন করুন

ডেপুটি ম্যানেজার

Subject: Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to Visit India: Delowara Begum (G-33032), Officer Cash, Sonali Bank Limited, Dinajpur Corporate Branch, Dinajpur.

Dear Sir,

Reference letter No. 5033 dated the 25th June, 2018 of General Manager's Office, Rangpur on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of General Manager's Office, Rangpur, 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, 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, Dinajpur. **Please send the joining report of the related officer specifying the date of leave availment.**
04. Assistant General Manager, Sonali Bank Limited, Dinajpur Corporate Branch, Dinajpur.
05. Immigration Officer, All Airport, All Land port, Bangladesh
06. Personal File.


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