



**সোনালী ব্যাংক লিমিটেড**  
**SONALI BANK LIMITED**

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

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No. HRMD/SEC-4/PF- 17696/6168

Date : 29/05/2019

**MOHAMMAD MASUD RANA**  
Officer  
Index No : C- 41712  
Passport No : **EA 0051114**  
Sonali Bank Limited  
Local Office  
Dhaka.

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| ইনকম্প্লিশন টেকনোলজি ডিভিশন(বিজনেস আইটি)<br>সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।<br>তারিখ: 29/05/19 সময়: 6:29:2<br>এজিএম-১/২/৩, এনপিএসি, প্রোগ্রামার/সি. ইঞ্জিনিয়ার (আইটি) | ১. উপস্থাপন করুন<br>২. আলাপ করুন<br>৩. দ্রুত জবাব দিন<br>৪. নথিভুক্ত করুন<br>৫. প্রয়োজনীয় পদক্ষেপ দিন<br>৬. ....দিনের মধ্যে সম্পন্ন করুন |
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ডেপুটি জেনারেল ম্যানেজার

Mr Faris tho, Eng (IT)

**Subject: Sanction of 15(Fifteen) days leave(Outside Bangladesh) with full pay from the date of availment to visit the holy places in India.**

Dear Sir,

Reference letter no. 826 dated the 15<sup>th</sup> May, 2019 of Sonali Bank Limited, Local Office, Dhaka on the captioned subject .

We advise that in consideration of your application and recommendation of concerned Office, the authority has sanctioned 15(Fifteen) days leave(Outside Bangladesh) with full pay from the date of availment to visit the holy places 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, Local Office, Dhaka.
2. Deputy General Manager, Information Technology Division(Business IT), Sonali Bank Limited, Head Office, Dhaka.
3. Immigration Officer, Hazrat Shahjalal(Rh.) International Airport, Dhaka, Bangladesh.
4. Immigration Officer, All Other International Airports / Land ports, Bangladesh.
5. Personal File / Master Copy .

Assistant General Manager

Md. Jahangir Hossain  
Assistant General Manager (A-2118)  
Human Resource Management Division  
(Section-324)  
Sonali Bank Limited  
Head Office, Dhaka.