



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION  
OFFICER MANAGEMENT DEPARTMENT  
(SECTION-2)

Head Office, Dhaka-1000, Bangladesh.  
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Deputy General Manager  
Phone: +8802-9564515

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NO.HO/HRMD/OMD/SEC-2/(PF-22908)/

**M RASHIDUL HAQUE (G-27259)**  
(Passport No-EA 0978458)  
Principal Officer  
Sonali Investment Limited  
Uttara Branch, Dhaka  
Bangladesh.

১. উপস্থাপন করা
২. যাচাই করা
৩. প্রস্তুত করা দিন
৪. স্বাক্ষর করা
৫. প্রাপ্তি তারিখ
৬. প্রাপ্তি স্থান
৭. প্রাপ্তি ব্যক্তি

28/7/19 6.2.02

Phone: +8802-9564515

Dated : 11 JULY, 2019

Mr. Faruk, Eng (IT)

**Subject : Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit in India.**

Dear Sir,

Reference may please be made to the letter No.371 dated the 23 June, 2019 of Sonali Investment Limited, Head Office, Dhaka on the captioned subject.

We have to advise that in consideration of your application and recommendation of Sonali Investment Limited, Head Office, Dhaka the authority has sanctioned 15 days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit in India under the following terms & conditions:-

- You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited/Government of Bangladesh.
- This sanctioned leave will be treated as Leave outside Bangladesh.
- Staying abroad over the sanctioned leave is strictly prohibited.
- This sanctioned letter will remain valid for 03(three) months from the date of issue.

Yours faithfully,

Sd/-

**(Md. Jahangir Hossain)**  
**Assistant General Manager**  
Phone: +8802-9551121

**Copy forwarded for kind information & necessary action to:-**

- Cheif Executive Officer (General Manager), Sonali Investment Limited, Head Office, Dhaka.
- Deputy General Manager, Information Technology Division (Business IT), Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the letter in the Bank's website.
- Manager, Sonali Investment Limited, Uttara Branch, Dhaka with a request to send us the related joining report of the above officer specifying the date of leave availed.
- Immigration Officer, All Airports/All Land Ports Bangladesh.

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

8/99/19