



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED
HUMAN RESOURCE MANAGEMENT DIVISION
(SECTION-4)

Head Office, Motijheel
Dhaka-1000, Bangladesh
Phone : 88-02-9551121
Fax : 88-02-9573765
E-mail : sbl.hrmd4@sonalibank.com.bd

No. HRMD/SEC-4/PF- 21297/9249

Dated : 11/07/2018

SHILA RANI SAHA
Officer(IT)
Index No : G-34359
Passport No : OC 9063237
Sonali Bank Limited
Foreign Exchange Branch
Narayanganj.

ইনকমেন্সন টেকনোলজি ডিভিশন(বিজনেস আইটি)	
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা-১০০০	
তারিখ: 15-07-2018	নম্বর: 32/2018
একঃ-১/২/৩, এসপি/সি, মোহাম্মদ/সি, ইটিসি(জিএস)	
১. উপস্থাপন করুন	সি. মন্ডল
২. আলাপ করুন	
৩. দ্রুত জবাব দিন	
৪. নথিভুক্ত করুন	
৫. প্রয়োজনীয় পত্রাদি	
৬.নির্দেশনায় পত্রাদি সম্পাদন করুন	
ডেপুটি জেনারেল ম্যানেজার	

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. 2241 dated the 20th May, 2018 of Sonali Bank Limited, General Manager's Office, Dhaka-2 on the captioned subject.

We advise that in consideration of your application and recommendation of Sonali Bank Limited, General Manager's Office, Dhaka-2, the authority has sanctioned 15(Fifteen) days leave(Outside Bangladesh) with full pay from the date of availment with the permission to visit the holy places in India under the following terms and 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. 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, General Manager's Office, Dhaka-2.
2. Deputy General Manager, Information Technology Division(Business IT), Sonali Bank Limited, Head Office, Dhaka.
3. Deputy General Manager, Sonali Bank Limited, Principal Office, Narayanganj.
4. Assistant General Manager, Sonali Bank Limited, Foreign Exchange Branch, Narayanganj.
5. Immigration Officer, Hazrat Shahjalal (Rh.) International Airport, Dhaka, Bangladesh.
6. Immigration Officer, All Land ports / All Other International Airports, Bangladesh.
7. Personal File / Master Copy.

Assistant General Manager

Md. Jahangir Hossain,
Assistant General Manager (A-211),
Human Resource Management Division
(Section-3&4)
Sonali Bank Limited,
Head Office, Dhaka.