



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

Head Office
Motijheel, Dhaka.

Human Resource Management Division
Staff Management Department (Sec-6)

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NO-HRMD/SMD/SEC-6/PF-AOG-2(Cash)-8729/9216

MD HAMIDUL ISLAM(G-31134)
(Passport No: OC7109670)
Assistant Officer Grade-2 (Cash)
Sonali Bank Limited
Dinajpur Corporate Branch
Dinajpur.

সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: 16.07.2018
ক্রমিক নং: ১৬/৩, এলসিওসি. প্রোগ্রামিং/সি.সি. (সোনালী)

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

ডেপুটি জেনারেল ম্যানেজার

Date : 11-07-2018

Sub: Sanction of 30(Thirty)days leave(Outside Bangladesh) with full pay to visit India.

Dear Sir,

Reference may please be made to the letter no.4855 dated 14 June, 2018 of Sonali Bank Limited, General Manager's Office, Rangpur on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Rangpur, the authority has sanctioned you 30(Thirty) days leave (Outside Bangladesh) with full pay from the date of availment with a permission to visit India under the following terms & conditions :

Conditions:

01. You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited/Government of Bangladesh.
02. This sanctioned leave will be treated as "leave-outside Bangladesh".
03. **Over staying is strictly prohibited.**
04. This sanctioned letter will remain valid for 03(Three)months from the date of sanctioning.

Yours faithfully,

sd/-
(Md.Delowar Hossain Sarder)
Assistant General Manager

Copy forwarded for kind information & necessary action to:

01. The General Manager, Sonali Bank Limited, General Manager's Office, Rangpur. It has a reference to their letter no. 4855, dated 14 June, 2018.
02. The 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. The Deputy General Manager, Sonali Bank Limited, Principal Office, Dinajpur.
04. The Assistant General Manager, Sonali Bank Limited, Dinajpur Corporate Branch, Dinajpur
05. The Immigration Officer, All Land Ports/ All Airports, Bangladesh.
06. Personal File.

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