



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION

OFFICER MANAGEMENT DEPT. (SECTION- 4)

Head Office, Motijheel
Dhaka-1000, Bangladesh

Phone: 88-02-9551121

Website : www.sonalibank.com.bd

E-mail : sbl.hrmd4@sonalibank.com.bd

No. HRMD/SEC – 4/ PF - 20420/8265

Date : 16/07/2019

NAZMUL HUDA

Officer

Index No : C - 44859

Passport No : EA 0367664

Sonali Bank Limited

Baliktekk Bazar Branch

Manikganj.

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Mr. Nazmul, Eng (IT)

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

Dear Sir.

Reference letter no. 2475 dated the 27th June, 2019 of Sonali Bank Limited, General Manager's Office, Dhaka-1 on the captioned subject .

We advise that in consideration of your application and recommendation of concerned General Manager's Office, the authority has sanctioned 15(Fifteen) days leave(Outside Bangladesh) with full pay from the date of availment to visit the spectacular places in India under the following terms and conditions :

1. You have to bear the expenses 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. General Manager's Office, Dhaka-1.
2. Deputy General Manager. Information Technology Division(Business IT), Sonali Bank Limited, Head Office, Dhaka.
3. Assistant General Manager, Sonali Bank Limited, Regional Office, Manikganj.
4. Manager, Sonali Bank Limited, Baliktekk Bazar Branch, Manikganj.
5. Immigration Officer, Hazrat Shahjalal(Rh.) International Airport, Dhaka, Bangladesh.
6. Immigration Officer, All Other International airports / Land ports. Bangladesh.
7. Personal File / Master Copy .

Assistant General Manager

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