



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION
(SECTION-5)

Head Office, Motijheel C/A.,
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No. HRMD/SEC-5/PF/OC-11476/9415

Dated: 16 July 2018

CHOWDHURY FARZANA YEASMIN KEYA
Officer Cash
(Passport No: BR 0542319)
Sonali Bank Limited
Kallayanpur Branch,
Dhaka.

ইনকম্পেন্সড ট্রাভেলের ডিউকনসিডারেশন কার্ড
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়/ঢাকা
তারিখ: 17.07.2018
একিড-১/৩, এপিওপি, মোজাম্মেল হোসেন (সেক্টর)
১. উপস্থাপন করুন
২. আলাপ করুন
৩. প্রাপ্ত জবার দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬. পিনের মাধ্যমে সম্পন্ন করুন
ডেপুটি জেনারেল ম্যানেজার

Subject: Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to Visit India: Chowdhury Farzana Yeasmin Keya (C-44456), Officer Cash, Sonali Bank Limited, Kallayanpur Branch, Dhaka.

Dear Sir,

Reference letter No. 2915 dated the 08th July, 2018 of General Manager's Office, Dhaka-2 on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of General Manager's Office, Dhaka-2, the authority has sanctioned 15 (Fifteen) days full pay leave (Outside Bangladesh) from the date of 22.07.2018 to 05.08.2018 or from the date of avilment with a permission to visit India for husband's treatment under the following terms & conditions:

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) This sanctioned leave will be treated as 'Leave outside Bangladesh'.
- 3) Over staying is strictly prohibited.
- 4) This sanction letter is valid for 03 (Three) months from the date of issue.

Yours faithfully,
Sd/-

(Md. Delowar Hossain Sarder)
Assistant General Manager

Copy forwarded for kind information & necessary action:

01. General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-2.
02. 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. Deputy General Manager, Sonali Bank Limited, Principal Office, Dhaka West, Dhaka. Please send the joining report of the related officer specifying the date of leave avilment.
04. Manager, Sonali Bank Limited, Kallayanpur Branch, Dhaka.
05. Immigration Officer, All Airport, All Land port, Bangladesh
06. Personal File.

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