



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

NO.HRMD/OMD/SEC-2/(PF-14377)/

MOHAMMAD JASHIM UDDIN PATWARY (G-24974)

(Passport No-EA 0203611)

Principal Officer

Sonali Bank Limited

Kotbari Branch, Cumilla

Bangladesh.

22/9/19 Dated: 18 JULY, 2019  
6625

Mr Partho, 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.2247 dated the 25 June, 2019 of General Manager's Office, Cumilla on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Cumilla 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:-**

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

8500(2)

**Assistant General Manager**

Md. Jahangir Hossain  
Assistant General Manager (A-2116)  
Human Resource Management Division  
(Section-384)  
Sonali Bank Limited  
Kotbari Branch