



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION  
(SECTION-4)

Head Office, Motijheel

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No. HRMD/SEC-4/PF- 21061/9493

Dated : 18/07/2018

A G M NASAR UDDIN

Officer

Index No : G-33930

Passport No : BT 0583350

Sonali Bank Limited

Haluaghat Branch

Mymensingh.

ইনফরমেশন টেকনোলজি ডিভিশন (বিসনেস আইটি)  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা  
তারিখ: ১৯.০৭.১৮  
এজিএম-১/২/৩, এসপিও/সি, প্রোগ্রামার/সি, ইঞ্জিনিয়ার (আইটি)

১. উপস্থাপন করুন  
২. আলোচন করুন  
৩. দ্রুত জবাব দিন  
৪. নথিভুক্ত করুন  
৫. প্রয়োজনীয় পদক্ষেপ নিন  
৬. ....দিনের মধ্যে সম্পাদন করুন

ডেপুটি জেনারেল ম্যানেজার

**Subject : Sanction of 12(Twelve) days leave(Outside Bangladesh) with full pay from the date of availment to visit the holy places like Azmeer Sharif in India.**

Dear Sir,

Reference letter no. 1956 dated the 08<sup>th</sup> July, 2018 of Sonali Bank Limited, General Manager's Office, Mymensingh on the captioned subject.

We advise that in consideration of your application and recommendation of Sonali Bank Limited, General Manager's Office, Mymensingh, the authority has sanctioned 12(Twelve) days leave(Outside Bangladesh) with full pay from the date of availment with the permission to visit the holy places like Azmeer Sharif 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, Mymensingh.
2. Deputy General Manager, Information Technology Division(Business IT), Sonali Bank Limited, Head Office, Dhaka.
3. Deputy General Manager, Sonali Bank Limited, Principal Office, Mymensingh.
4. Manager, Sonali Bank Limited, Haluaghat Branch, Mymensingh.
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-2110)  
Human Resource Management Division  
(Section-3&4)  
Sonali Bank Limited  
Head Office, Dhaka