



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION  
(SECTION-4)

Head Office, Motijheel  
Dhaka-1000, Bangladesh  
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No. PMD/SEC-4/PF- 20584/9495

Dated : 19/07/2018

MOST ZEBUNNESA  
Officer  
Index No : G-34117  
Passport No : OC 6120319  
Establishment & Engineering Division  
Establishment Section  
Sonali Bank Limited  
Head Office  
Dhaka.

ইনকমমেনশন টেকনোলজি ডিভিশন(সিআইটি)  
সোনালী ব্যাংক লিমিটেড প্রধান কার্যালয়, ঢাকা  
তারিখ: 19.07.2018  
এইচএম-১/২/৩, এনপিওসি, ডেপুটি জেনারেল ম্যানেজার

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

ডেপুটি জেনারেল ম্যানেজার

**Subject : Sanction of 20(Twenty) days leave(Outside Bangladesh) with full pay from 22/07/2018 or the date of availment to visit the holy places like Azmeer Sharif in India**

Dear Sir,

Reference letter no. 88 dated the 09<sup>th</sup> July, 2018 of Establishment & Engineering Division(Establishment Section), Sonali Bank Limited, Head Office, Dhaka on the captioned subject.

We advise that in consideration of your application and recommendation of Establishment & Engineering Division(Establishment Section), Sonali Bank Limited, Head Office, Dhaka, the authority has sanctioned 20(Twenty) days leave (Outside Bangladesh) with full pay from 22/07/2018 or 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 will 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. Deputy General Manager, Establishment & Engineering Division(Establishment Section), Sonali Bank, Limited, Head office, Dhaka.
2. Deputy General Manager, Information Technology Division(Business IT), Sonali Bank Limited, Head office, Dhaka.
3. Immigration Officer, Hazrat Shahjalal (Rh.) International Airport, Dhaka, Bangladesh.
4. Immigration Officer, All Land ports /All Other International Airports, Bangladesh.
5. 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