

## SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION (SECTION-4)

Phone: 88-02-9551121 Fax : 88-02-9573765

Head Office, Motijheel Dhaka-1000, Bangladesh

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

Dated: 19/07/2018

No. PMD/SEC-4/PF- 20584/9495

**MOST ZEBUNNESA** 

Officer

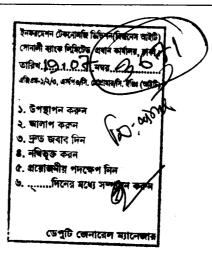
Index No : G-34117

Passport No : OC 6120319

**Establishment & Engineering Division** 

Establishment Section Sonali Bank Limited Head Office

Dhaka.



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