



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION  
OFFICER MANAGEMENT DIVISION(SECTION-4)

Head Office, Motijheel  
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No. HRMD/SEC – 4/ PF - 23241/8752

Date : 24/07/2019

**MD MANNAN HOSSAIN**

Officer

Index No : G - 29853

Passport No : **EB 0421973**

Sonali Bank Limited

Principal Office

Jashore.

**Subject: Sanction of 30( Thirty ) days leave(Outside Bangladesh) with full pay from 24/07/2019 or the date of availment to visit the holy places in India.**

Dear Sir,

Reference letter no. 2937 dated the 22th July , 2019 of Sonali Bank Limited, General Manager's Office, Khulna on the captioned subject .

We advise that in consideration of your application and recommendation of concerned General Manager's Office, the authority has sanctioned 30( Thirty ) days leave(Outside Bangladesh) with full pay from 24/07/2019 or the date of availment to visit the holy places in India under the following terms and conditions :

1. You have to bear the expense of this proposed visit. There will be no financial involvement of Sonali Bank Limited /Government of people's Republic 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, Khulna.
2. Deputy General Manager, Information Technology Division(Business IT), Sonali Bank Limited, Head Office, Dhaka.
3. Deputy General Manager, Sonali Bank Limited, Principal Office, Jashore.
4. Immigration Officer, Hazrat Shahjalal (Rh.) International Airport, Dhaka, Bangladesh.
5. Immigration Officer, All Other International Airports / Land ports, Bangladesh.
6. Personal File / Master Copy .

Assistant General Manager

Md. Jahangir Hossain  
Assistant General Manager  
Human Resource Management Division  
(Section-4)  
Sonali Bank Limited  
Dhaka