



সোনালী ব্যাংক লিমিটেড  
SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION  
(SECTION-5)

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No. HRMD/SEC-5/PF/OC-11558/9778

Dated: 25 July 2018

MORSHEDA KHANAM  
Officer Cash  
(Passport No: BR 0716289)  
Sonali Bank Limited  
Angaria Bazar Branch,  
Shariatpur.

ইনকম্পেন্সন সেকেন্ডারি ডিভিশন (সিএসডি)  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা  
তারিখ: ২৬.০৭.২০১৮  
এসি.এম.-১/২/৩, এসপিও/সি, সোনালী ব্যাংক লিমিটেড (সিএসডি)

১. উপস্থাপন করুন
২. আলাপ করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজন: পদক্ষেপ নিন
৬. ....দিনের মধ্যে সম্পাদন করুন

ডেপুটি জেনারেল ম্যানেজার

**Subject: Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to Visit India: Morsheda Khanam (C-44203), Officer Cash, Sonali Bank Limited, Angaria Bazar Branch, Shariatpur.**

Dear Sir,

Reference letter No. 2111 dated the 10<sup>th</sup> July, 2018 of General Manager's Office, Faridpur on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of General Manager's Office, Faridpur, the authority has sanctioned 15 (Fifteen) days full pay leave (Outside Bangladesh) from the date of 01.08.2018 to 15.08.2018 or from the date of availment with a permission to visit India under the following terms & conditions:

**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) This sanctioned leave will be treated as 'Leave outside Bangladesh'.
- 3) Over staying is strictly prohibited.
- 4) This sanction letter is valid for 03 (Three) months from the date of issue.

Yours faithfully,  
Sd/-

(Md. Delowar Hossain Sarder)  
Assistant General Manager

**Copy forwarded for kind information & necessary action:**

01. General Manager, Sonali Bank Limited, General Manager's Office, Faridpur.
02. Deputy General Manager, Information Technology Division- Business IT, Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the leave (outside Bangladesh) sanction letter in the Bank's website.
03. Deputy General Manager, Sonali Bank Limited, Principal Office, Madaripur. Please send the joining report of the related officer specifying the date of leave availment.
04. Manager, Sonali Bank Limited, Angaria Bazar Branch, Shariatpur.
05. Immigration Officer, All Airport, All Land port, Bangladesh
06. Personal File.

Assistant General Manager  
Md. Delowar Hossain Sarder  
Assistant General Manager  
Human Resource Management Division  
Sonali Bank Limited  
Head Office, Dhaka.