



**SONALI BANK LIMITED**  
Head Office  
Motijheel  
Dhaka-1000  
Bangladesh.

**Human Resource Management Division**  
(Sec-8)  
**Telegraph x Ganabank**  
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NO.HRMD/SEC-8/J-2732)/9842  
Dated : 26<sup>th</sup> July, 2018

**MD. BILLAL HOSSAIN (G-33904)**  
SSSG-2  
Passport No. BM-0098962  
Sonali Bank Limited  
Principal Office  
Jamalpur.

ইনকম্পেন্সন টেকনোলজি ডিভিশন(বিজনেস অফিস)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ 29.07.18
এক্সেস-১/২/৩, এসপিও/সি, মেমোরান্ডাম/সি, ইজি (সি/সি)
১. উপস্থাপন করুন
২. আলাপ করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬. ....দিনের মধ্যে প্রতিক্রিয়া জানান করুন
ডেপুটি জেনারেল ম্যানেজার

**Subject : Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit India: Md. Billal Hossain (G-33904), Supporting Sub Staff Grade-2, Sonali Bank Limited, Principal Office, Jamalpur.**

Dear Sir,

Reference Letter No-1924, Dated: 3<sup>rd</sup> July, 2018 of Sonali Bank Limited, General Manager's Office, Mymensingh on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of Sonali Bank Limited, General Manager's Office, Mymensingh the authority has sanctioned 15 (Fifteen) days full pay leave (Outside Bangladesh) 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 Sardar)

Assistant General Manager.

Telephone No.-47115437

Copy forwarded for kind information & necessary action :

01. General Manager, Sonali Bank Limited, General Manager's Office, Mymensingh.
02. Deputy General Manager, Information Technoloty Division-2, 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, Jamalpur. Please send the joining report of the related Staff specifying the date of leave availment.
04. Immigration Officer, All Airport/ All Land Port, Bangladesh.
05. Personal File.

  
Assistant General Manager.  
Telephone No.-47115437

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