



SONALI BANK LIMITED

Head Office

Motijheel

Dhaka-1000

Bangladesh.

Human Resource Management Division

(Sec-8)

Telegraph : Ganabank

☎ : 47115437, FaX-9573765

E-Mail : dgmpmd@sonalibank.com.bd

NO.HRMD/SEC-8/GC-1898/9819

Dated : 26 July, 2018

MD. SAIFUL ISLAM (C-39023)

SSSG-3

Passport No. BW-0569022

Sonali Bank Limited

Agrabad Corporate Branch Chittagong
Chittagong

<p>ইনফরমেশন টেকনোলজি ডিভিশন (বিজনেস আইটি)</p> <p>সোনালী ব্যাংক লিমিটেড, গ্রাভাদ কর্পোরেট, চিটগাং</p> <p>তারিখ: 29.07.18</p> <p>এফি নং: 1/2/3, এসপিও/পি, জেনারেল/পি, ই/জি/সি/টি</p> <p>১. উপস্থাপন করুন</p> <p>২. জালাপ করুন</p> <p>৩. দ্রুত জবাব দিন</p> <p>৪. নথিভুক্ত করুন</p> <p>৫. প্রয়োজনীয় পদক্ষেপ নিন</p> <p>৬.দিনের মধ্যে সম্পাদন করুন</p> <p>ডেপুটি জেনারেল ম্যানেজার</p>	<p>3819</p>
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Subject : Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit India:
MD. SAIFUL ISLAM (C-39023) Supporting sub Staff Grade-3, Sonali Bank Limited,
Agrabad Corporate Branch. Chittagong.

Dear Sir,

Reference letter No. 2531 dated 09 July 2018 of Sonali Bank Limited, Agrabad Corporate Branch. Chittagong 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, Chittagong the authority has sanctioned 15 (Fifteen) days full pay leave (Outside Bangladesh) from the date of avilment with a permission to India under the following terms & conditions :

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) This sanctioned leave will be treated as 'Leave Outside Bangladesh'.
- (3) Over staying is strictly prohibited.
- (4) This sanction letter is valid for 06 (Six) months from the date of issue.

Yours faithfully,

Sd/-

(Md. Delowar Hossain Sarder)

Assistant General Manager.

Telephone No.-47115437

Copy forwarded for kind information & necessary action :

01. General Manager, Sonali Bank Limited, General Manager's office, Chittagong
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, , Agrabad Corporate Branch Chittagong. Please send the joining report of the related staff specifying the date of leave avilment.
04. Immigration Officer, All Airports / All land Ports. Bangladesh.
05. Personal File.

Assistant General Manager.

Telephone No.-47115437

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