



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION
(SECTION-4)

Head Office, Motijheel
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No. HRMD/SEC-4/PF- 16249/9783

Date : 29/07/2018

MST RUBAIDA KAWSARI
Officer
Index No : C-40409
Passport No : BR 0835557
Sonali Bank Limited
Motihar Branch
Rajshahi.

ইনকম্প্লিট টেকনোলজি ডিভিশন(বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: 30.07.2018
এফিএম-3/2/3, এসপিও/সি, প্রোগ্রামার/সি, ইজি সেকশন

১. উপস্থাপন করুন
২. আসাপ করুন
৩. প্রকৃত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ দিন
৬.দিনের মধ্যে সম্পাদন করুন

ডেপুটি জেনারেল ম্যানেজার

Subject: Sanction of 30(Thirty) days leave(Outside Bangladesh) with full pay from 12/09/2018 or the date of availment to meet your spouse & visit the historical places in Japan .

Dear Sir,

Reference letter no. 2841 dated the 01st July , 2018 of Sonali Bank Limited, General Manager's Office, Rajshahi on the captioned subject .

We advise that in consideration of your application and recommendation of Sonali Bank Limited, General Manager's Office, Rajshahi, the authority has sanctioned 30(Thirty) days leave(Outside Bangladesh) with full pay from 12/09/2018 or the date of availment with the permission to meet your spouse & visit the historical places in Japan under the following terms and 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. 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, Rajshahi.
2. Deputy General Manager, Information Technology Division(Business IT), Sonali Bank Limited, Head Office, Dhaka.
3. Deputy General Manager, Sonali Bank Limited, Principal Office, Rajshahi.
4. Manager, Sonali Bank Limited, Motihar Branch, Rajshahi.
5. Immigration Officer, Hazrat Shahjalal (Rh.) International Airport, Dhaka, Bangladesh.
6. Immigration Officer, All Other International airports, Bangladesh.
7. Personal File / Master Copy .

Assistant General Manager

Md. Jahangir Hossain
Assistant General Manager (A-2118)
Human Resource Management Division
(Section-3&4)
Sonali Bank Limited
Head Office, Dhaka