



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION  
(SECTION-4)

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No. HRMD/SEC-4/PF- 23467/9919

MOHAMMAD GOLAM HAIDER CHOWDHURY  
Officer  
Index No : G-32173  
Passport No : OC 2136361  
Sonali Bank Limited  
Talora Branch  
Bogura.

Date : 29/07/2018

ইনস্পেকশন টেকনোলজি ডিভিশন (সিকশন-৪)

সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা

তারিখ: 30.07.2018

একক-১/২/৩, প্রশাসন/সি. প্রোগ্রাম/সি. ইঞ্জিনিয়ারিং

১. উপস্থাপন করুন  
২. আলোচন করুন  
৩. দ্রুত জবাব দিন  
৪. নথিভুক্ত করুন  
৫. প্রয়োজনীয় পদক্ষেপ নিন  
৬. ....দিনের মধ্যে সম্পাদন করুন

ডেপুটি জেনারেল ম্যানেজার

**Subject: Sanction of 30(Thirty) days leave(Outside Bangladesh) with full pay from the date of availment to visit the holy & spectacular places in India.**

Dear Sir,

Reference letter no. 196 dated the 05<sup>th</sup> 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 the **date of availment** with the permission to visit the holy & spectacular places **in India** 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(Busineses IT), Sonali Bank Limited, Head Office, Dhaka.
3. Deputy General Manager, Sonali Bank Limited, Principal Office, Bogura.
4. Manager, Sonali Bank Limited, Talora Branch, Bogura.
5. Immigration Officer, Hazrat Shahjalal (Rh.) International Airport, Dhaka, Bangladesh.
6. Immigration Officer, All Other International Airports / Land ports, Bangladesh.
7. Personal File / Master Copy.

Assistant General Manager

Md. Jahangir Hossain  
Assistant General Manager (A-2116)  
Human Resource Management Division  
(Section-3&4)  
Sonali Bank Limited  
Head Office, Dhaka