



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION
(SECTION-5)

Head Office, Motijheel C/A.,
Dhaka-1000. Bangladesh.
Phone : 88-02-9564515 (DGM)
& : 88-02-47115437 (AGM)
Fax : 88-02-9573765
Email : dgmpmd@sonalibank.com.bd
pmdsblho@gmail.com

No. HRMD/SEC-5/PF/OC-7317/10026

Dated: 31 July 2018

MD ABDUL KAYUM KHAN
Officer Cash
(Passport No. BT 0681655)
Sonal Bank Limited
Kahaloo Branch,
Bogra.

Subject: Sanction of 30 (Thirty) days leave (Outside Bangladesh) with full pay to Visit India: Md Abdul Kayum Khan (G-23849), Officer Cash, Sonali Bank Limited, Kahaloo Branch, Bogra.

Dear Sir,

Reference letter No. 221 dated the 26th July, 2018 of General Manager's Office, Rajshahi on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of General Manager's Office, Rajshahi, the authority has sanctioned 30 (Thirty) days full pay leave (Outside Bangladesh) from the date of 01.08.2018 to 30.08.2018 or from the date of avilment 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, Rajshahi.
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, Bogra. **Please send the joining report of the related officer specifying the date of leave avilment.**
04. Manager, Sonali Bank Limited, Kahaloo Branch, Bogra.
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
Sonal Bank Limited
Head Office, Dhaka.