



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION
(SECTION-4)

Head Office, Motijheel

Dhaka-1000, Bangladesh

Phone: 88-02-9551121

Fax : 88-02-9573765

E-mail: sbl.hrmd4@sonalibank.com.bd

No. HRMD/SEC-4/PF- 20385/10155

Date : 02/08/2018

MD AMRUN HOSSAIN
Officer
Index No : C-45989
Passport No : BT 0301734
Sonal Bank Limited
Dhamoirhat Branch
Naogaon.

ইনফরমেশন টেকনোলজি ডিভিশন (বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয় (মুন্সিগঞ্জ)
তারিখ: ০২/০৮/১৮
ক্রমিক নং: ৩২/১০, ৫৭৫/১৮/১৮
১. উপস্থাপন করুন
২. আলাপ করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পত্রাদি সংগ্রহ নিন
৬. প্রাপ্তি পরে প্রয়োজনীয় পত্রাদি সংগ্রহ করুন
ডেপুটি জেনারেল ম্যানেজার

Subject: Sanction of 15(Fifteen) days leave(Outside Bangladesh) with full pay from the date of availment to visit the holy places like Azmeer Shareef in India.

Dear Sir,

Reference letter no. 2771 dated the 25th June , 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 15(Fifteen) days leave(Outside Bangladesh) with full pay from the date of availment with the permission to visit the holy places like Azmeer Shareef 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(Business IT), Sonali Bank Limited, Head Office, Dhaka.
3. Deputy General Manager, Sonali Bank Limited, Principal Office, Naogaon.
4. Manager, Sonali Bank Limited, Dhamoirhat Branch, Naogaon.
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-3116)
Human Resource Management Division
(Section-3&4)
Sonali Bank Limited
Head Office, Dhaka