সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED
HUMAN RESOURCE MANAGEMENT DIVISION
(SECTION-5)

Head Office, Motijheel C/A.,
Dhaka-1000. Bangladesh.
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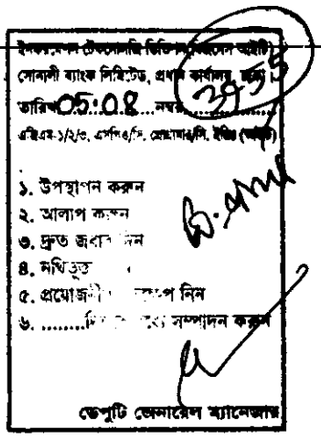

No. HRMD/SEC-5/PF/OC-9937/10166

Dated: 02 August 2018

SHAMPA GHOSH
Officer Cash
(Passport No: OC 2137418)
Sonali Bank Limited
District Council Hall Branch,
Dhaka.

Subject: Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to Visit India: Shampa Ghosh (C-42391), Officer Cash, Sonali Bank Limited, District Council Hall Branch, Dhaka.

Dear Sir,

Reference letter No. 3506 dated the 18th July, 2018 of General Manager's Office, Dhaka-1 on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of General Manager's Office, Dhaka-1, the authority has sanctioned 15 (Fifteen) days full pay leave (Outside Bangladesh) from the date of availment 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. Jahangir Hossain)
Assistant General Manager

Copy forwarded for kind information & necessary action:

01. General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-1.
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, Dhaka South, Dhaka. **Please send the joining report of the related officer specifying the date of leave availment.**
04. Manager, Sonali Bank Limited, District Council Hall Branch, Dhaka.
05. Immigration Officer, All Airport, All Land port, Bangladesh
06. Personal File.

Assistant General Manager

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