



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-17740 / 10085

Date : 05/08/2018

MOHAMMAD MAHBUBUR RAHMAN
Officer
Index No : C - 42121
Passport No : BR 0674134
Sonali Bank Limited
Khulna Corporate Branch
Khulna.

ইনকরমেশন টেকনোলজি ডিভিশন/সিইসিএল	
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, মতিঝিল	
তারিখ	06.08.2018
এজি-৩/২/৩, এলসিওসি, মোহাম্মদ হাশিম, ইন্টার সেক্টর	
১.	উপস্থাপন করুন
২.	আলাপ করুন
৩.	দ্রুত জবাব দিন
৪.	নথীভুক্ত করুন
৫.	প্রয়োজনীয় পদক্ষেপ নিন
৬.দিনের মধ্যে সম্পাদন 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 & spectacular places and meet your relatives in India.

Dear Sir,

Reference letter no. 3944 dated the 08th July , 2018 of Sonali Bank Limited, General Manager's Office, Khulna on the captioned subject .

We advise that in consideration of your application and recommendation of Sonali Bank Limited, General Manager's Office, Khulna, 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 & spectacular places and meet your relatives 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, Khulna.
2. Deputy General Manager, Information Technology Division(Busineses IT), Sonali Bank Limited, Head Office, Dhaka.
3. Deputy General Manager, Sonali Bank Limited, Khulna Corporate Branch, Khulna.
4. Immigration Officer, Hazrat Shahjalal (Rh.) International Airport, Dhaka, Bangladesh.
5. Immigration Officer, All Other International Airports / Land ports, Bangladesh.
6. Personal File / Master Copy .


Assistant General Manager

Md. Jahangir Hossain
Assistant General Manager (A-2110)
Human Resource Management Division
(Section-3&4)
Sonali Bank Limited
Head Office, Dhaka