



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office

Motijheel, Dhaka-1000

Bangladesh.

Human Resource Management Division

Staff Management Department (Sec-7)

☎ : 47115437, Fax-9573765

E-mail: sblpmd7@gmail.com

No.PMD/SMD/SEC-7/PF(SSG-2 -2748)/934

Dated : 07 August, 2019

MOHAMMED GAHANGIR ALAM

(Index No. G -34008)

Supporting Staff Grade-2

Sonali Bank Limited

Cox's Bazar Brabch

Cox's Bazar.

মানব সম্পদ বিভাগের কার্যক্রম (উপস্থাপনা/বিস্তারিত আইডি)

সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।

তারিখ: ০৮/০৮/১৯

ওসি/সি-১/২/৩, এক/সি/সি/সি, প্রোগ্রামার/সি, ইঞ্জি (আইটি)

১. উপস্থাপনা করণ

২. অলাপ করণ

৩. প্রকৃত অবস্থা বিন

৪. নথিভুক্ত করণ

৫. প্রয়োজনীয় পরামর্শ বিন

৬.দিনের মধ্যে সম্পাদন করণ

ডেপুটি জেনারেল ম্যানেজার

Sub: Sanction of 20(Twenty) days leave (Outside Bangladesh) with full pay to Visit India.

Dear Sir,

Reference may please be made to the letter no.- 2760 dated 15 July, 2019 of Sonali Bank Limited, General Manager's Office, Chattogram on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Chattogram, the authority has sanctioned 20(Twenty) days leave (Outside Bangladesh) from the date of availment with a permission to visit India under the following terms & conditions :

Conditions :

01. You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited & Government of Bangladesh.
02. It will be treated as "Leave-outside Bangladesh."
03. **Over stay in abroad will not be allowed.**
04. This sanction letter will remain 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 to :

01. The General Manager, Sonali Bank Limited, General Manager's Office, Chattogram.
02. The Deputy General Manager, Information and Technology (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. The Assistant General Manager, Sonali Bank Limited, Regional office, Cox's Bazar .
04. Immigration Officer, All Airports/All Land Ports, Bangladesh.
05. The Manager, Sonali Bank Limited, Cox's Bazar Brabch, Cox's Bazar.
06. Personal File Copy.

Assistant General Manager

Md. Jahangir Hossain
Assistant General Manager (A-2118)
Human Resource Management Division
(Section-3&4)
Sonali Bank Limited
Office, Dhaka.