



সোনালী ব্যাংক লিমিটেড  
SONALI BANK LIMITED

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Dhaka-1000. Bangladesh.  
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HUMAN RESOURCE MANAGEMENT DIVISION  
(SECTION-5)

No.HRMD/SEC-5/PF/SOC-8142 / 10426

Dated : 08 August, 2018

MR. MD. MONIRUL ISLAM  
Senior Officer Cash  
(Passport No. OC 2137016)  
Sonali Bank Limited  
Jatrabari Branch  
Dhaka.

ইনস্ট্রুমেন্টস ডেপুটি ম্যানেজার (সি.এস.ডি.সি.সি.)  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা  
তারিখ: ০৮.০৮.১৮ নম্বর: ১০৪২৬  
একিএস-১/২/৩, এনপিও/বি. প্রোগ্রামার/সি.এস.ডি.সি.সি.  
১. উপস্থাপন করুন  
২. আলাপ করুন  
৩. দ্রুত জবাব দিন  
৪. নথিভুক্ত করুন  
৫. প্রয়োজনীয় পদক্ষেপ দিন  
৬. ....দিনের মধ্যে সম্পাদনা করুন  
ডেপুটি ম্যানেজার ম্যানেজার

**Subject : Sanction of 10 (Ten) days leave (Outside Bangladesh) with full pay to Visit India :  
Mr. Md. Monirul Islam (C-37157), Senior Officer Cash (Joint Custodian), Sonali Bank  
Limited, Jatrabari Branch, Dhaka.**

Dear Sir,

Reference letter No. 3145 dated the 08<sup>th</sup> August, 2018 of General Manager's Office, Dhaka-2 on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of General Manager's Office, Dhaka-2, the authority has sanctioned 10 (Ten) days full pay leave (Outside Bangladesh) from the date of availment with a permission to visit India for religious purpose 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 3 (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-2 .
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 East, Dhaka. **Please send the joining report of the related officer specifying the date of leave availment .** As per your recommendation and consequent upon approval of the authority Mr.Abdul Kadir Miah (G-32947), Officer cash, Sonali Bank Limited, Jatrabari Branch, Dhaka will hold the charge of Joint Custodian (Cash) temporarily during the leave of Mr. Md. Monirul Islam.
04. Manager, Sonali Bank Limited, Jatrabari Branch, Dhaka.
05. Immigration Officer, All Airport, All Landport, Bangladesh.
06. Mr. Md. Abdul Kadir Miah (G-32947), Officer cash, Sonali Bank Limited, Jatrabari Branch, Dhaka.
07. 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.

Normal Letter (English)