



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION
(SECTION-5)

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No. HRMD/SEC-5/PF/SOC-9556/10636

Dated: 13 August 2018

NOOR MUHAMMAD KHAN
Senior Officer Cash
(Passport No: BT 0383439)
Sonal Bank Limited
Rajbari Branch,
Rajbari.

ইনফরমেশন টেকনোলজিক ডিভিশন(বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড/প্রধান কার্যালয়, ঢাকা
তারিখ: 14-08-2018 নম্বর: 11/28
খতিয়ে: ১/২/১, প্রসি.বি. প্রোগ্রামার/সি. ই.বি. (আইটি)

- উপস্থাপন করুন
- জালাপ করুন
- প্রাপ্ত সনদের দিন
- সমিতিতে জরুরি
- প্রয়োজনীয় পত্রাদায় দিন
- নির্দেশিত কাজে সম্পাদন করুন

ডেপুটি সোনালব্যাংক ম্যানেজার

Subject: Sanction of 30 (Thirty) days leave (Outside Bangladesh) with full pay to Visit India: Noor Muhammad Khan (C-38953), Senior Officer Cash, Sonali Bank Limited, Rajbari Branch, Rajbari.

Dear Sir,

Reference letter No. 2268 dated the 25th July, 2018 of General Manager's Office, Faridpur on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of General Manager's Office, Faridpur, the authority has sanctioned 30 (Thirty) 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, Faridpur.
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. Assistant General Manager, Sonali Bank Limited, Regional Office, Rajbari. **Please send the joining report of the related officer specifying the date of leave availment.**
04. Manager, Sonali Bank Limited, Rajbari Branch, Rajbari.
05. Immigration Officer, All Airport, All Land port, Bangladesh
06. Personal File.

Assistant General Manager