



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION  
(SECTION-4)

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No. HRMD/SEC-4/PF- 16408/10745

Date : 16/08/2018

AMITA MAJUMDAR

Officer

Index No : C-39794

Passport No : BR 0263318

Sonali Bank Limited

Sunamganj Branch

Sunamganj.

সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।  
তারিখ: 16/08/2018  
এতিয়া-১/২/৩, জনসংগতি, প্রোগ্রামিং, ইত্যাদি (অফিস)

১. উপস্থাপন করুন  
২. আন্সাপ করুন  
৩. প্রাপ্তি কার্যকর দিন  
৪. নথিভুক্ত করুন  
৫. প্রয়োজনীয় পত্রাদি দিন  
৬. \_\_\_\_\_ দিনের মধ্যে সম্পাদনা করুন

স্বাক্ষর: *[Signature]*  
স্বাক্ষরিত: *[Signature]*

স্বাক্ষরিত: *[Signature]*

**Subject: Sanction of 15(Fifteen) days leave(Outside Bangladesh) with full pay from 26/08/2018 or the date of availment to visit the holy places in India.**

Dear Sir,

Reference letter no. 2451 dated the 25<sup>th</sup> July , 2018 of Sonali Bank Limited, General Manager's Office, Sylhet on the captioned subject .

We advise that in consideration of your application and recommendation of Sonali Bank Limited, General Manager's Office, Sylhet, the authority has sanctioned 15(Fifteen) days leave(Outside Bangladesh) with full pay from 26/08/2018 or the date of availment with the permission to visit the holy places 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, Sylhet.
2. Deputy General Manager, Information Technology Division(Business IT), Sonali Bank Limited, Head Office, Dhaka.
3. Assistant General Manager, Sonali Bank Limited, Regional Office, Sunamganj.
4. Manager, Sonali Bank Limited, Sunamganj Branch, Sunamganj.
5. Immigration Officer, Hazrat Shahjalal (Rh.) International Airport, Dhaka, Bangladesh.
6. Immigration Officer, All Other International airports / Land ports, Bangladesh.
7. Personal File / Master Copy .

*[Signature]*

Assistant General Manager

Md. Jahangir Hossain  
Assistant General Manager (A-313)  
Human Resource Management Division  
(Section-3&4)  
Sonali Bank Limited  
Head Office, Dhaka