



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED
 Head Office
 Motijheel, Dhaka.

Human Resource Management Division
Staff Management Department (Sec-6)
 Phone : 9564515, 47115437
 Fax: 88-02-9573765
 E-mail: dgmhrmd@sonalibank.com.bd

NO.HRMD/SMD/SEC-6/PF-AOG-2(Cash)-8689/10732

সোনালী ব্যাংক লিমিটেড (সোনালী ব্যাংক লিমিটেড)
 তারিখ: 19.08.2018
 ১. উপস্থাপন কার্য
 ২. আলোচনাকার্য
 ৩. দ্রুত অবশ্য দিন
 ৪. দৃষ্টিভুক্ত কার্য
 ৫. প্রয়োজনীয় পত্রস্বাক্ষর দিন
 ৬.দিতব্য মাসে সুসংগঠন করুন

ডেপুটি জেনারেল ম্যানেজার

Date :16-08-2018

MOHAMMED BILLAL HOSSAIN (G-25847)
 (Passport No: BP 0071452)
 Assistant Officer Grade-2 (Cash)
 Sonali Bank Limited
 Supreme Court Branch
 Dhaka.

Sub:Sanction of 30(Thirty)days leave(Outside Bangladesh) with full pay to visit India.

Dear Sir,

Reference may please be made to the letter no.404 and dated 23 January, 2018 of Sonali Bank Limited, General Manager’s Office, Dhaka-2, Dhaka on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager’s Office, Dhaka-2, Dhaka , the authority has sanctioned you 30(Thirty) days leave (Outside Bangladesh) with full pay 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. This sanctioned leave will be treated as “**leave-outside Bangladesh**”.
- 03. **Over staying is strictly prohibited.**
- 04. This sanctioned letter will remain valid for 03(Three)months from the date of sanctioning.

Yours faithfully,

sd/-
 (Md.Delowar Hossain Sarder)
 Assistant General Manager

Copy forwarded for kind information & necessary action to:

- 01. The General Manager, Sonali Bank Limited, General Manager’s Office, Dhaka-2, Dhaka. It has a reference to their letter no. 404, dated 23 January, 2018.
- 02. The 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. The Deputy General Manager, Sonali Bank Limited, Principal Office, Dhaka West, Dhaka.
- 04. The Assistant General Manager, Sonali Bank Limited, Supreme Court Branch, Dhaka.
- 05. The Immigration Officer, All Land Ports/ All Airports, Bangladesh.
- 06. Personal File.

(Signature)
 Assistant General Manager
 Md. Delowar Hossain Sarder
 Assistant General Manager
 Human Resource Management Division
 Sonali Bank Limited
 Head Office, Dhaka.