



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION
(SECTION-4)

Head Office, Motijheel
Dhaka-1000, Bangladesh
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No. HRMD/SEC-4/PF- 16512/10860

Date : 19/08/2018

SUDIP ROY

Officer

Index No : C-43221

Passport No : BL 0815664

Sonali Bank Limited

Pourasava Branch

Madaripur.

ই-ফরমেশন কেন্দ্রের ডিভিশন (বিজনেস আইটি)	
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা	
তারিখ: 19.08.2018	নম্বর: 10
এডিং-১/২/৩, এমপিও/সি, প্রকৌশল/সি, ইঞ্জি (আইটি)	
১. উপস্থাপন করুন	M. Jahangir Hossain
২. অলোপ করুন	
৩. দ্রুত জবাব দিন	
৪. নথিভুক্ত করুন	
৫. প্রয়োজনীয় পদক্ষেপ নিন	
৬.দিনের মধ্যে সম্পাদন করুন	
ডেপুটি জেনারেল ম্যানেজার	

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

Dear Sir,

Reference letter no. 2338 dated the 30th July , 2018 of Sonali Bank Limited, General Manager's Office, Faridpur on the captioned subject .

We advise that in consideration of your application and recommendation of Sonali Bank Limited, General Manager's Office, Faridpur, the authority has sanctioned 15(Fifteen) days leave(Outside Bangladesh) with full pay from 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. **Stayingp 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, Faridpur.
2. Deputy General Manager, Information Technology Division(Business IT), Sonali Bank Limited, Head Office, Dhaka.
3. Deputy General Manager, Sonali Bank Limited, Principal Office, Madaripur.
4. Manager, Sonali Bank Limited, Pourasava Branch, Madaripur.
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 .

Assistant General Manager

Md. Jahangir Hossain
Assistant General Manager (A-2),
Human Resource Management Division,
(Section-3&4)
Sonali Bank Limited
Dhaka-1000