



সোনালী ব্যাংক লিমিটেড  
SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION  
(SECTION-5)

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No. HRMD/SEC-5/PF/OC-10319/10859

Dated: 19 August 2018

AMINUL ISLAM SHEIKH  
Officer Cash  
(Passport No: BQ 0579278)  
Sonali Bank Limited  
Chachuri Bazar Branch,  
Narail.

ইনফরমেশন টেকনোলজি ডিভিশন (জেনারেল আইটি)  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।  
তারিখ: ২০.০৮.১৮  
এফএম-১/২/৩, ওএপিওসি, প্রকৌশল, ইটা (সিইসি)

১. উপস্থাপন করুন  
২. আন্যাপ করুন  
৩. ছাড় জবাব দিন  
৪. সন্মত করুন  
৫. প্রয়োজনীয় পদক্ষেপ দিন  
৬. .... দিনের মধ্যে সম্পাদন করুন

ডেপুটি জেনারেল ম্যানেজার

**Subject: Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to Visit India: Aminul Islam Sheikh (C-42829), Officer Cash (Joint Custodian Cash), Sonali Bank Limited, Chachuri Bazar Branch, Narail.**

Dear Sir,

Reference letter No. 4175 dated the 31<sup>th</sup> July, 2018 of General Manager's Office, Khulna on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of General Manager's Office, Khulna, the authority has sanctioned 15 (Fifteen) days full pay leave (Outside Bangladesh) from the date of avallment 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. Delowar Hossain Sarder)  
Assistant General Manager

**Copy forwarded for kind information & necessary action:**

01. General Manager, Sonali Bank Limited, General Manager's Office, Khulna.
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, Narail. **Please send the joining report of the related officer specifying the date of leave avallment. As per your recommendation and consequent upon approval of the authority Ashim Kumar sarker (G-30144), Officer Cash, Chachuri Bazar Branch, Narail will hold the charge of Joint Custodian (Cash) temporarily during the leave of Aminul Islam Sheikh (C-42429).**
04. Manager, Sonali Bank Limited, Chachuri Bazar Branch, Narail.
05. Ashim Kumar Sarker (G-30144), Officer Cash, Sonali Bank Limited, Chachuri Bazar Branch, Narail.
06. Immigration Officer, All Airport, All Land port, Bangladesh
07. Personal File.

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