



সোনালী ব্যাংক লিমিটেড  
SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION  
(SECTION-5)

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No. HRMD/SEC-5/PF/OC-11073/10858

Dated: 19 August 2018

MD RAKIB ISLAM  
Officer Cash  
(Passport No: BL 0149376)  
Sonali Bank Limited  
Sheikhpura Branch,  
Dinajpur.

ইনফরমেশন টেকনোলজি ডিভিশন (বিজনেস আইটি)  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা  
তারিখ: 20.08.18 নম্বর: 4272  
ক্রমিক-1/2/3, ওসপিওসি, প্রোগ্রামার, ইটি (আইটি)

- উপস্থাপন করুন
- সমাপ্ত করুন
- প্রাপ্ত বরাদ্দ দিন
- পরিষ্কৃত করুন
- সমন্বিত/সংশোধিত দিন
- .....বিভাগে মধ্যে সুস্থায়িত্ব করুন

স্বাক্ষরিত: মোঃ মাহবুব মাহমুদ

**Subject: Sanction of 30 (Thirty) days leave (Outside Bangladesh) with full pay to Visit India: Md Rakib Islam (C-43277), Officer Cash (Joint Custodian Cash), Sonali Bank Limited, Sheikhpura Branch, Dinajpur.**

Dear Sir,

Reference letter No. 5936 dated the 31<sup>st</sup> July, 2018 of General Manager's Office, Rangpur on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of General Manager's Office, Rangpur, 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. Delowar Hossain Sarder)  
Assistant General Manager

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

01. General Manager, Sonali Bank Limited, General Manager's Office, Rangpur.
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. Deputy General Manager, Sonali Bank Limited, Principal Office, Dinajpur. **Please send the joining report of the related officer specifying the date of leave availment. As per your recommendation and consequent upon approval of the authority Al-Wase ur Rahman (C-39479), Officer Cash, Dinajpur Corporate Branch, Dinajpur will hold the charge of Joint Custodian (Cash) temporarily during the leave of Md Rakib Islam (C-43277).**
04. Manager, Sonali Bank Limited, Sheikhpura Branch, Dinajpur.
05. Al-Wase ur Rahman (C-39479), Officer Cash, Sonali Bank Limited, Dinajpur Corporate Branch, Dinajpur.
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.