



সোনালী ব্যাংক লিমিটেড  
SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION  
(SECTION-5)

Head Office, Motijheel C/A.,  
Dhaka-1000. Bangladesh.  
Phone : 88-02-9564515 (DGM)  
& : 88-02-47115437 (AGM)  
Fax : 88-02-9573765  
Email : [dgmpmd@sonalibank.com.bd](mailto:dgmpmd@sonalibank.com.bd)  
[pmdsblho@gmail.com](mailto:pmdsblho@gmail.com)

No. HRMD/SEC-5/PF/OC-10882/10856

Dated: 19 August 2018

MOHAMMUDUN NABI  
Officer Cash  
(Passport No: OC 9148299)  
Sonal Bank Limited  
Custom House Branch,  
Chittagong.

ইনফরমেশন টেকনোলজি ডিভিশন/বিজনেস আইটি  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।  
তারিখ: 20.08.2018  
ক্রমিক নং: ১২/১৮  
বিভাগ: ১/১৮, এনপিও/সি. প্রোগ্রামার/সি. ইন্ট্রা আইটি।

১. উপস্থাপন করুন  
২. পাসপোর্ট করুন  
৩. ছুটি অবকাশ দিন  
৪. পত্রিকার ফরম  
৫. স্বদেশীয়া পত্রিকা পূর্ণ দিন  
৬. ...দিনের মধ্যে সম্পাদন করুন

ডেপুটি জেনারেল ম্যানেজার

**Subject: Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to Visit India: Mohammudun Nabi (G-30267), Officer Cash, Sonali Bank Limited, Custom House Branch, Chittagong.**

Dear Sir,

Reference letter No. 2977 dated the 02<sup>th</sup> August, 2018 of General Manager's Office, Chittagong on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of General Manager's Office, Chittagong, the authority has sanctioned 15 (Fifteen) 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, Chittagong.
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, Chittagong South, Chittagong. **Please send the joining report of the related officer specifying the date of leave availment.**
04. Manager, Sonali Bank Limited, Custom House Branch, Chittagong.
05. Immigration Officer, All Airport, All Land port, Bangladesh
06. Personal File.

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