



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION
(SECTION-4)

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No. HRMD/SEC-4/PF- 20425/11000

Date : 30/08/2018

MRS. TANIA ISLAM
Officer
Index No : C-44452
Passport No : BL 0815925
Sonal Bank Limited
Ramna Corporate Branch
Dhaka.

Subject: Sanction of 05 (Five) months leave (Outside Bangladesh) with full pay from 03/09/2018 or the date of availment to visit China with your spouse.

Dear Sir,

Reference letter no. 3878 dated the 29th August , 2018 of Sonali Bank Limited, Ramna Corporate Branch, Dhaka on the captioned subject .

We advise that in consideration of your application and recommendation of Sonali Bank Limited, Ramna Corporate Branch, Dhaka, the authority has sanctioned **05(Five) months** leave(Outside Bangladesh) with full pay from **03/09/2018 or the date of availment** with the permission to visit China with your spouse 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 / Government of People's Republic of Bangladesh.
2. It will be treated as "Leave outside Bangladesh".
3. **Staying 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, Ramna Corporate Branch, Dhaka.
Maternity leave sought by the applicant will be sanctioned as usual by the proper authority according to the Service Rule-2008 of Sonali Bank Limited.
2. Deputy General Manager, Information Technology Division(Business IT), Sonali Bank Limited, Head Office, Dhaka.
3. Immigration Officer, Hazrat Shahjalal(Rh.) International Airport, Dhaka, Bangladesh.
4. Immigration Officer, All Other International airports, Bangladesh.
5. Personal File / Master Copy .

Assistant General Manager