



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION
(SECTION-5)

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No.HRMD/SEC-5/PF/OC-12722 / 11070

Dated : 30 August, 2018

MR. MD. ABDUL HALIM
Officer Cash
(Passport No. BP 0354873)
Sonali Bank Limited
Millroad Setabganj Branch
Dinajpur.

ইমপোর্ট্যান্ট ট্রান্সমিটর বিজ্ঞপত্র (সি.আই.সি.বি.সি.)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ: ০৩-০৯-১৮
ক্রমিক নং/সি.আই.সি.বি.সি. নং/সি.আই.সি.বি.সি. নং
১. উপস্থাপন করুন
২. পরামর্শ চান
৩. প্রকৃত কারণ দিন
৪. নথিভুক্ত করুন
৫. অতিরিক্তি পরামর্শ দিন
৬. ... নিম্নে যথেষ্ট সম্পাদন করুন
৭/

Subject : Sanction of 30 (Thirty) days leave (Outside Bangladesh) with full pay to Visit India : Mr. Md. Abdul Halim (G-28900), Officer Cash (Joint Custodian), Sonali Bank Limited, Millroad Setabganj Branch, Dinajpur.

Dear Sir,

Reference letter No. 6301 dated the 12th August, 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 for the purpose of your son's treatment 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 3 (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 Mr. Mahendro Nath Roy (C-39309), Officer cash, Sonali Bank Limited, Setabganj Branch, Dinajpur will hold the charge of Joint Custodian (Cash) temporarily during the leave of Mr. Md. Abdul Halim.
04. Manager, Sonali Bank Limited, Millroad Setabganj Branch / Setabganj Branch, Dinajpur.
05. Immigration Officer, All Airport, All Landport, Bangladesh.
06. Mr. Mahendro Nath Roy (C-39309), Officer cash, Sonali Bank Limited, Setabganj Branch, Dinajpur.
07. Personal File.

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