

**SONALI BANK LIMITED**

Head Office
Motijheel
Dhaka-1000
Bangladesh.

Human Resource Management Division

(Sec-8)

Telegraph : Ganabank

☎ : 47115437, Fax-9573765

E-mails: dgmpmd@sonalibank.com.bd

NO.HRMD/SEC-8/CC-11)/11176

Dated : 04 September, 2018

Mr. ABDUL MANNAN (C-41012)

SSSG-3

Passport No. BW0206372

Sonali Bank Limited

General Manager's office,
Agrabad, Chittagong.

05:09 44377
Fax: DMM/1
82

Subject : Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit India for Ajmir Sharif & Other visiting places: Mr. Abdul Mannan (C-41012), Supporting Sub Staff Grade-3, Sonali Bank Limited, General Manager's office, Agrabad, Chittagong.

Dear Sir,

Reference Letter No-3062, Dated : 09 August, 2018 of Sonali Bank Limited, General Manager's Office, Agrabad, Chittagong on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of Sonali Bank Limited, General Manager's Office, Agrabad, Chittagong the authority has sanctioned 15 (Fifteen) days full pay leave (Outside Bangladesh) from the date of avilment 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 Sardar)

Assistant General Manager.

Telephone No.-47115437

Copy forwarded for kind information & necessary action :

01. General Manager, Sonali Bank Limited, General Manager's Office, Agrabad, Chittagong. Please send the joining report of the related Staff specifying the date of leave avilment.
02. Deputy General Manager, Information Technoloty 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. Immigration Officer, All Airport/ All Land Port, Bangladesh.
04. Personal File.


Assistant General Manager.

Telephone No.-47115437

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