



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

No.HRMD/SEC-5/PF/OC-9073 / 11230

Dated : 05 September, 2018

~~MR. MOHAMMAD ABUL KALAM AZAD~~
Senior Officer Cash
(Passport No. BT 0612199)
Sonal Bank Limited
Nagarpur Branch
Tangail.

সোনালী ব্যাংক লিমিটেড (সোনালী ব্যাংক লিমিটেড আইসিটি)

সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা

তারিখঃ 06.09.2018

সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা

স. ও. মোহাম্মদ আবুল কলাম আজাদ

সি. ও. ক্যাশ

সোনালী ব্যাংক লিমিটেড

নগরপুর শাখা

তারিখঃ 05.09.2018

সোনালী ব্যাংক লিমিটেড

ডেপুটি জেনারেল ম্যানেজার

41507

T.M. D.M.

Subject : Sanction of 30 (Thirty) days leave (Outside Bangladesh) with full pay to Visit India : Mr. Mohammad Abul Kalam Azad (C-39111), Senior Officer Cash, Sonali Bank Limited, Nagarpur Branch, Tangail.

Dear Sir,

Reference letter No. 2267 dated the 08th August, 2018 of General Manager's Office, Mymensingh on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of General Manager's Office, Mymensingh, 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, Mymensingh .
- 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, Tangail. **Please send the joining report of the related officer specifying the date of leave availment .**
04. Manager, Sonali Bank Limited, Nagarpur Branch, Tangail.
05. Immigration Officer, All Airport, All Landport, Bangladesh.
06. Personal File.


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