সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

Human Resource Management Division(Sec-3)
Head Office, Motijheel C/A.
Dhaka-1000. Bangladesh.
Phone : 88-02-9551121
E-Mail: sbl.hrmd3@sonalibank.com.bd

16.09.18

No.HRMD/SEC-3/PF/PO-21681/11590

Dated:-13 September, 2018

SHEIKH TASHFIQUR RAHMAN (C-45233)
Passport No. BR-0821566
Senior Officer
Audit & Inspection Division-1(Corporate Branch & Controlling Offices)
Sonali Bank Limited
Head Office, Dhaka,
Bangladesh.

Subject : Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit India.

Dear Sir,

We have the pleasure to advise that in consideration of your application and recommendation of Audit & Inspection Division-1(Corporate Branch & Controlling Offices), Sonali Bank Limited, Head Office, Dhaka the authority has sanctioned 15 (Fifteen) days leave (Outside Bangladesh) with full pay from the date of availment with a permission to visit India under the following terms and conditions:

(1) You will have to bear all expenses of the proposed visit.
(2) There will be no financial involvement of Sonali Bank Limited / Government of Bangladesh.
(3) Staying abroad over the sanctioned leave will not be allowed.
(4) This sanction letter is valid for 03 (Three) months from the date of issue.

Yours faithfully
Sd/-
(Md. Jahangir Hossain)
Assistant General Manager.

Copy forwarded for kind information & necessary action:

01. Deputy General Manager, Audit & Inspection Division-1(Corporate Branch & Controlling Offices), Sonali Bank Limited, Head Office, Dhaka. They are requested to send his joining report after availment of leave.
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. Immigration Officer, All International Airports/Landports of Bangladesh.
04. Master Copy/Personal File/Office Copy.

Assistant General Manager
Md. Jahangir Hossain
Assistant General Manager (A-2116)
Human Resource Management Division
(Section-3&4)
Sonali Bank Limited
Head Office, Dhaka.