



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION
(SECTION-4)

Head Office, Motijheel
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No. HRMD/SEC-4/PF- 23060/11770

Date : 20/09/2018

MR. ABDUL GOFUR
Officer
Index No : G-31161
Passport No : OC 8164988
Sonali Bank Limited
Khetlal Branch
Joypurhat.

১. উপস্থাপন করুন
২. অস্বীকার করুন
৩. প্রাপ্ত করুন
৪. বিবেচনা করুন
৫. প্রয়োজনীয় পত্রাদি দিন
৬. নিম্নের মধ্যে কার্যক্রম করুন

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স্বাক্ষর

স্বাক্ষর

Subject: Sanction of 30(Thirty) days leave(Outside Bangladesh) with full pay from the date of availment to visit the holy places like Azmeer Sharif in India.

Dear Sir,

Reference letter no. 2619 dated the 10th June , 2018 of Sonali Bank Limited, General Manager's Office, Rajshahi on the captioned subject .

We advise that in consideration of your application and recommendation of Sonali Bank Limited, General Manager's Office, Rajshahi, the authority has sanctioned 30(Thirty) days leave(Outside Bangladesh) with full pay from **the date of availment** with the permission to visit the holy places like Azmeer Sharif in India 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, General Manager's Office, Rajshahi.
2. Deputy General Manager, Information Technology Division(Business IT), Sonali Bank Limited, Head Office, Dhaka.
3. Assistant General Manager, Sonali Bank Limited, Regional Office, Joypurhat.
4. Manager, Sonali Bank Limited, Khetlal Branch, Joypurhat.
5. Immigration Officer, Hazrat Shahjalal(Rh.) International Airport, Dhaka, Bangladesh.
6. Immigration Officer, All Other International Airports / Land ports, Bangladesh.
7. Personal File / Master Copy .

Assistant General Manager

Md. Jahangir Hossain
Assistant General Manager (A-2118)
Human Resource Management Division
(Section-3&4)
Sonali Bank Limited
Head Office, Dhaka