



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED
Head Office
Motijheel, Dhaka.

Human Resource Management Division
Staff Management Department (Sec-6)
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NO.HRMD/SMD/SEC-6/PF-AOG-2(Cash)-8801/12388

MAHMUDA BEGUM(G-36352)
(Passport No: OC 7108844)
Assistant Officer Grade-2 (Cash)
Common Services Division
Sonali Bank Limited
Head Office
Dhaka.

সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ: 01-10-2018
Date: 01-10-2018
এক নং: ১২/১০.১০/১০১০/১০১০/১০১০ (সংস্করণ)

১. উপস্থাপন করুন
২. আলোচন করুন
৩. ক্রম জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ দিন
৬.দিনের মধ্যে সম্পাদন করুন

তেপুটি জেনারেল ম্যানেজার

Mr. Rashed, Engr (IT)
PPS. R
01/10/2018

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

Dear Sir,

Reference may please be made to the letter no.1215 and dated 18 September, 2018 of Common Services Division, Sonali Bank Limited, Head Office, Dhaka on the captioned subject.

We have to advise that in consideration of your application and recommendation of Common Services Division, Sonali Bank Limited, Head Office, Dhaka, the authority has sanctioned you 15(Fifteen) days leave (Outside Bangladesh) with full pay from 10-10-2018 or the date of availment with a permission to visit India under the following terms & conditions :

Conditions:


01. You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited/Government of Bangladesh.
02. This sanctioned leave will be treated as "leave-outside Bangladesh".
03. **Over staying is strictly prohibited.**
04. This sanctioned letter will remain valid for 03(Three)months from the date of sanctioning.

Yours faithfully,

sd/-
(Md.Delowar Hossain Sarder)
Assistant General Manager

Copy forwarded for kind information & necessary action to:

01. The Deputy General Manager, Common Services Division, Sonali Bank Limited, Head Office, Dhaka. It has a reference to their letter no. 1215 dated 18 September, 2018.
02. The 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. The Immigration Officer, All Land Ports/ All Airports, Bangladesh.
04. Personal File.


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