



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION
(SECTION-4)

Head Office, Motijheel

Dhaka-1000, Bangladesh

Phone: 88-02-9551121

Fax : 88-02-9573765

E-mail: sbl.hrmd4@sonalibank.com.bd

No. HRMD/SEC-4/PF- 22156/12281

Date : 01/10/2018

MR. RASHED UZ ZAMAN

Officer

Index No : C-45397

Passport No : BW 0472460

Sonali Bank Limited

Court Road Branch

Moulvibazar.

১. উপস্থাপন করুন
২. অনুমতি করুন
৩. প্রাপ্য জরুরি দিন
৪. পরিশোধ করুন
৫. প্রাপ্য জরুরি দিন
৬.দিনের মধ্যে সম্পাদন করুন

ডেপুটি জেনারেল ম্যানেজার

Mr. Partha, Engr (IT)
RS 01/10/2018

Subject: Sanction of 15(Fifteen) days leave(Outside Bangladesh) with full pay from 07/10/2018 or the date of availment to visit the holy places in India.

Dear Sir,

Reference letter no. 2891 dated the 12th September , 2018 of Sonali Bank Limited, General Manager's Office, Sylhet on the captioned subject .

We advise that in consideration of your application and recommendation of Sonali Bank Limited, General Manager's Office, Sylhet, the authority has sanctioned 15(Fifteen) days leave(Outside Bangladesh) with full pay from **the date of availment** with the permission to visit the holy places 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, Sylhet.
2. Deputy General Manager, Information Technology Division(Business IT), Sonali Bank Limited, Head Office, Dhaka.
3. Deputy General Manager, Sonali Bank Limited, Principal Office, Moulvibazar.
4. Manager, Sonali Bank Limited, Court Road Branch, Moulvibazar.
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