



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

No.HRMD/SEC-3/PF/SO-16567/12666

Date: 08 October, 2018

UMME SALMA (C-40414)
Passport No. BW 0389052
Senior Officer
Sonali Bank Limited
Green Road Branch, Dhaka,
Bangladesh.

সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: 09.10.2018
ক্রম: 1/2/3, ফোন/সি. প্রোগ্রাম/সি. ইটি/সি. ইটি
১. উপস্থাপন করুন
২. আশ্বাস করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ দিন
৬.দিনের মধ্যে সম্পাদন করুন
ডেপুটি ম্যানেজার ম্যানেজার

Mr. Partha, Eng (IT)
Pb. RR
09/10/2018

Subject : Sanction of 09 (Nine) days leave (Outside Bangladesh) with full pay to visit Thailand.

Dear Madam,

We have the pleasure to advise that in consideration of your application and recommendation of Sonali Bank Limited, General Manager's Office, Dhaka-2, Dhaka the authority has sanctioned 09 (Nine) days leave (Outside Bangladesh) with full pay from the date of availment with a permission to visit Thailand 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. General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-2, Dhaka.
- ✓ 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 Dhaka West, Dhaka.
04. Assistant General Manager, Sonali Bank Limited, Green Road Branch, Dhaka. They are requested to send her joining report after availment of leave.
05. Immigration Officer, All International Airports/Landports of Bangladesh.
06. Master Copy/Personal File/Office Copy.

Assistant General Manager

Md. Jahangir Hossain
Assistant General Manager (A-211)
Human Resource Management Division
(Section-3&4)
Sonali Bank Limited
Head Office, Dhaka.