



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION  
(SECTION-4)

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No. HRMD/SEC-4/PF- 23893/12750

Date : 08/10/2018

MR. A K M ABDUS SAMAD  
Officer(IT)  
Index No : G-34322  
Passport No : BW 0082511  
Sonal Bank Limited  
General Manager's Office  
Mymensingh.

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

৬/

ভেপুটি প্রকেনারেল ম্যানেজার

Mr. Partha, Engg(IT)  
P.S. R.  
09/10/2018

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

Dear Sir,

Reference letter no. 2358 dated the 16<sup>th</sup> August , 2018 of Sonali Bank Limited, General Manager's Office, Mymensingh on the captioned subject .

We advise that in consideration of your application and recommendation of Sonali Bank Limited, General Manager's Office, Mymensingh, 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 & spectacular places in **India** under the following terms and conditions:

1. You have to bear the expense of this 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, Mymensingh.
2. Deputy General Manager, Information Technology Division(Business IT), Sonali Bank Limited, Head Office, Dhaka.
3. Immigration Officer, Hazrat Shahjalal(Rh.) International Airport, Dhaka, Bangladesh.
4. Immigration Officer, All Other International Airports / Land ports, Bangladesh.
5. Personal File / Master Copy .

Assistant General Manager

Md. Jahangir Hossain  
Assistant General Manager (A-2110)  
Human Resource Management Division  
(Section-3&4)  
Sonal Bank Limited  
Head Office, Dhaka.