



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION  
(SECTION-4)

Head Office, Motijheel

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No. HRMD/SEC-4/PF- 21470/12476

Date: 08/10/2018

MR. MD IQBAL HOSSAIN

Officer(IT)

Index No : G-34971

Passport No : BM 0921611

Sonali Bank Limited

Narail Branch

Narail.

ইনফরমেশন টেকনোলজি ডিভিশন(বিজনেস আইটি)  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা

তারিখ: 09.10.2018

ক্রম: ১/২/৩, এপিও/সি, প্রোগ্রামার/সি, ইঞ্জিনিয়ার

- উপস্থাপন করুন
- আলাপ করুন
- ক্রম জবাব দিন
- মর্খিত করুন
- অয়োজনীয় পদক্ষেপ নিন
- .....দিনের মধ্যে সম্পাদন করুন

ডেপুটি জেনারেল ম্যানেজার

Mr. Partha, Engr(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 places like Azmeer Sharif in India.**

Dear Sir,

Reference letter no. 4592 dated the 30<sup>th</sup> August, 2018 of Sonali Bank Limited, General Manager's Office, Khulna on the captioned subject .

We advise that in consideration of your application and recommendation of Sonali Bank Limited, General Manager's Office, Khulna, 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 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, Khulna.
2. Deputy General Manager, Information Technology Division(Business IT), Sonali Bank Limited, Head Office, Dhaka.
3. Assistant General Manager, Sonali Bank Limited, Regional Office, Narail.
4. Manager, Sonali Bank Limited, Narail Branch, Narail.
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