



SONALI BANK LIMITED
 Head Office
 Motijheel
 Dhaka-1000
 Bangladesh.

Human Resource Management Division
 (Sec-8)
 Telegraph : Ganabank
 ☎ : 47115437, Fax-9573765
 E-mail: gmhrmd@sonalibank.com.bd

ইনকোর্পোরেশন টেকনোলজি ডিভিশন (বিজনেস ইটি)
 সোনালী ব্যাংক লিমিটেড, ঢাকা
 তারিখ: 09.10.2018
 এমপ্লয়ী: ১/৩/৩, এমপ্লয়ী: মোহাম্মদ হানিফ, ইটি (সেক-৮)
 ১. উপস্থাপন করুন
 ২. আলাপ করুন
 ৩. সন্ত জবাব দিন
 ৪. নথিভুক্ত করুন
 ৫. প্রয়োজনীয় পদক্ষেপ নিন
 ৬.দিনের মধ্যে সম্পাদন করুন
 ৪/ ডেপুটি জেনারেল ম্যানেজার

520
Mr. Partha, Engd 11
PKS
09/10/2018

NO.HRMD/SEC-8/GC-1536/12681

Dated : 08th October, 2018

MD. BODIUZZAMAN (C-40949)
 Supporting Sub Staff Grade-3
 Passport No. BW-0889510
 Sonali Bank Training Institute
 Rajshahi.

Subject : Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit India: Md. Bodiuzzaman (C-40949), Supporting Sub Staff Grade-3, Sonali Bank Training Institute, Rajshahi.

Dear Sir,

Reference Letter No-3749, Dated : 23rd September, 2018 of Sonali Bank Limited, General Manager's Office, Rajshahi on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of Sonali Bank Limited, General Manager's Office, Rajshahi the authority has **sanctioned 15 (Fifteen) days** full pay leave (Outside Bangladesh) from the date of availment with a **permission to Visit India** under the following terms & conditions :

Conditions :

- (1) You have to bear all expenses of the proposed visit. There will be **no financial involvement of Sonali Bank Limited / Govt. of Bangladesh.**
- (2) This sanctioned leave will be treated as **'Leave-outside Bangladesh'**.
- (3) **Over staying is strictly prohibited.**
- (4) This sanction letter is **valid for 03 (Three) months** from the date of issue.

Yours faithfully,

Sd/-

(Md. Delowar Hossain Sardar)

Assistant General Manager.

Telephone No.-47115437

Copy forwarded for kind information & necessary action :

01. General Manager, Sonali Bank Limited, General Manager's Office, Rajshahi.
- ✓ 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. Assistant General Manager, Sonali Bank Training Institute, Rajshahi. Please **send the joining report of the related Staff specifying the date of leave availment.**
04. Immigration Officer, All Airport/ All Land Port, Bangladesh.
05. Personal File.

Delowar Hossain Sardar
 Assistant General Manager
 Telephone No. 47115437
 Human Resource Management Division
 Sonali Bank Limited
 Head Office, Dhaka.