



সোনালী ব্যাংক লিমিটেড  
SONALI BANK LIMITED

খুলনা কর্পোরেট শাখা, খুলনা।

ফোন-০৪১-৭২২৪৩৭, ৮১৩২৯৪  
ফ্যাক্স-০৪১-৭২০৫০৮  
তার-জাতীয় খুলনা  
ই-মেইল-sbkulcorp@gmail.com

No.SBI./KHUL.CORP/PMD/  
Dated: 08.10.2018

“Memorandum”

(Leave Outside Bangladesh)

Subject:- Sanction of 15 (Fifteen) days leave (outside Bangladesh) with full pay from the date of availment to visit the religious places in India; Md. Gias Uddin Khan (C-40702), Senior Officer, Sonali Bank Limited, Khulna Corporate Branch, Khulna.

Human Resource Management Division, (Sec-3), Sonali Bank Limited, Head Office, Dhaka vide their letter No.HRMD/SEC-3/PF/SO-16787/9916 Dated: 30.07.2018 has sanctioned Md. Gias Uddin Khan (C-40702), Senior Officer 15 (Fifteen) days leave (outside Bangladesh) from the date of availing with a permission to visit India. Consequently Md. Gias Uddin Khan has applied for permission to avail the leave from 10.10.2018 to 24.10.2018.

This is to advise that in consideration with the prayer for availing the leave and recommendation of competent authorities Md. Gias Uddin Khan (C-40702), Senior Officer has been permitted to avail leave from 10.10.2018 to 24.10.2018 under the following terms & conditions:

Conditions:-

- (1) You 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.

Md. Gias Uddin Khan (C-40702)  
Senior Officer  
Passport No. BT 0646212  
Sonali Bank Limited  
Khulna Corporate Branch, Khulna.

Sd/-  
(Gopal Chandra Goldar)  
Deputy General Manager

Copy forwarded to:

01. General Manager, Sonali Bank Limited, General Manager's Office, Khulna.
02. Deputy General Manager, Human Resource Management Division, Officer Management Department (Section-3), Sonali Bank Limited, Head Office, Dhaka.
03. Deputy General Manager, Information Tecnology Division, (Bussiness IT), Sonali Bank Limited, Head Office, Dhaka.
04. Immigration Officer, Hazrat Shahjalal (Rh.) International Airport, Dhaka, Bangladesh.
05. Immigration Officer, All Other International Airports/Land ports, Bangladesh.
06. M M Kamrul Alam, Assistant General Manager, Sonali Bank Limited, Khulna Corporate Branch, Khulna.
07. Mr. Gobindo Biswas . Senior Principal Officer, Sonali Bank Limited, Khulna Corporate Branch, Khulna.
08. Syed Moniruzzaman (C-37474), Principal Officer, Sonali Bank Limited, Khulna Corporate Branch, Khulna. He will do the all duties of Md. Gias Uddin Khan during the period of leave.
09. Personal File Copy.
10. Office Copy.

Deputy General Manager

ই-স্বাক্ষরিত চিঠি (স্বাক্ষরিত চিঠি)  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা  
তারিখ: 11.10.2018  
ক্রমিক-1/2/3, এফবি/সি. (স্বাক্ষরিত চিঠি)

১. উপস্থাপন করুন  
২. আলাপ করুন  
৩. দ্রুত জবাব দিন  
৪. নথিভুক্ত করুন  
৫. প্রয়োজনীয় পদক্ষেপ নিন  
৬. ....দিনের মধ্যে সম্পাদন করুন

ডেপুটি জেনারেল ম্যানেজার

Mr. Pantua, Eng (IT)  
Pls. [Signature]  
11/10/2018