



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION  
(SECTION-4)

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No. HRMD / SEC-4 / PF-21466 /12753

Date : 09/10/2018

MR. MOHAMMAD ABDUL HAQUE MOLLAH  
Officer(IT)  
Index No : G-34291  
Passport No : OC 5107438  
Loan Recovery Division  
Sonal Bank Limited  
Head Office  
Dhaka.

ইনডাকশন টেকনোলজি ডিভিশন (বিজ্ঞান আইটি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: 10-10-2018
নং: 52/18
এসিএম-১/২/৩, এলসিও/সি. জেআর/সি. ইটি (অইটি)
১. উপস্থাপন করুন
২. আলোচন করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬. ....দিনের মধ্যে সম্পাদন করুন
ডেপুটি জেনারেল ম্যানেজার

Mr. Partha, Engr(IT)  
Pls. DR  
10/10/2018

**Subject: Sanction of 30(Thirty) days leave(Outside Bangladesh) with full pay from the date of availment to accompany your daughter for better treatment in India.**

Dear Sir,

Reference letter no. 1803 dated the 17<sup>th</sup> April , 2018 of Branches Control Division, Sonali Bank Limited, Head Office, Dhaka on the captioned subject.

We advise that in consideration of your application and recommendation of Branches Control Division, Sonali Bank Limited, Head Office, Dhaka, the authority has sanctioned **30(Thirty) days leave(Outside Bangladesh) with full pay from the date of availment** with the permission to accompany your daughter for better treatment in India under the following terms and conditions :

1. You have to bear all expenses of the 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. Deputy General Manager, Branches Control Division / Loan Recovery Division, Sonali Bank Limited, Head Office, Dhaka.
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-2118)  
Human Resource Management Division  
(Section-3&4)  
Sonal Bank Limited  
Head Office, Dhaka.