



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION  
(SECTION-4)

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No. HRMD/SEC-4/PF- 12795/12946

Date : 16/10/2018

MRS. ROKSHANA AKTER  
Officer  
Index No : G-22910  
Passport No : BM 0714649  
Sonali Bank Limited  
Mirpur Section-1 Branch  
Dhaka.

ইনফরমেশন টেকনোলজি ডিভিশন(বিজনেস আইটি)  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, মতিঝিল  
তারিখ: 17.10.2018 নম্বর: 3799  
এজিএম-3/2/5, এপিএসি, সেকশন-4, ইআই (সিআই)

১. উপস্থাপন করুন  
২. পরামর্শ করুন  
৩. সন্তোষ প্রকাশ দিন  
৪. নবিকল্প করুন  
৫. প্রয়োজনীয় প্রতিক্রিয়া দিন  
৬. ....দিনের মধ্যে চূড়ান্ত করা হবে

ডেপুটি জেনারেল ম্যানেজার

**Subject: Sanction of 60(Sixty) days leave(Outside Bangladesh) with full pay from the date of availment to go to India as Medical Attendant with your spouse.**

Dear Sir,

Reference letter no. 3799 dated the 05<sup>th</sup> September , 2018 of Sonali Bank Limited, General Manager's Office, Dhaka-2 on the captioned subject .

We advise that in consideration of your application and recommendation of Sonali Bank Limited, General Manager's Office, Dhaka-2, the authority has sanctioned 60(Sixty) days leave(Outside Bangladesh) with full pay from the date of availment with the permission to go to India as Medical Attendant with your spouse 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, Dhaka-2.
2. Deputy General Manager, Information Technology Division(Business IT), Sonali Bank Limited, Head Office, Dhaka.
3. Deputy General Manager, Sonali Bank Limited, Principal Office, Mirpur.
4. Assistant General Manager, Sonali Bank Limited, Mirpur Section-1 Branch, Dhaka.
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