



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

Human Resource Management Division(Sec-3)
Head Office, Motijheel C/A.
Dhaka-1000. Bangladesh.
Phone : 88-02-9551121
E-Mail:sbl.hrmd3@sonalibank.com.bd

No.HRMD/SEC-3/PF/SO-20458/13337

Date: 18 October, 2018

MUHAMMAD SHOEB (C-44489)
Passport No. BW 0901614
Principal Officer
Sonal Bank Limited
Wari Branch, Dhaka,
Bangladesh.

ইনডোরেশন টেকনোলজি ডিভিশন(বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: 21.10.2018
ওডিএন-1/2/3, এসবি/সি, প্রোগ্রামার/সি, ইআই (আইটি)

- উপস্থাপন করুন
- আম্বাশন করুন
- স্বাক্ষর করুন
- নথীভুক্ত করুন
- প্রয়োজনীয় পত্রাদি নিন
- দিনের মধ্যে সম্পাদন করুন

ডেপুটি জেনারেল ম্যানেজার

Subject : Sanction of 25 (Twenty Five) days leave (Outside Bangladesh) with full pay to visit India.

Dear Sir,

We have the pleasure to advise that in consideration of your application and recommendation of Sonali Bank Limited, General Manager's Office, Dhaka-2, Dhaka the authority has sanctioned 25 (Twenty Five) days leave (Outside Bangladesh) with full pay from the date of availment with a permission to visit India under the following terms and conditions:

- (1) You will 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.
- (4) This sanction letter is valid for 03 (Three) months from the date of issue.

Yours faithfully

Sd/-

(Md. Jahangir Hossain)
Assistant General Manager.

Copy forwarded for kind information & necessary action:

01. General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-2, Dhaka.
- ✓ 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. Deputy General Manager, Sonali Bank Limited, Principal Office, Dhaka East, Dhaka.
04. Manager, Sonali Bank Limited, Wari Branch, Dhaka. They are requested to send his joining report after availment of leave.
05. Immigration Officer, All International Airports/Landports of Bangladesh.
06. Master Copy/Personal File/Office Copy.

Assistant General Manager

Md. Jahangir Hossain
Assistant General Manager (A-211)
Human Resource Management Division
(Section-3&4)
Sonal Bank Limited
Head Office, Dhaka