



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION
(SECTION-4)

Head Office, Motijheel
Dhaka-1000, Bangladesh
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No. HRMD / SEC-4 / PF-21006 /13260

Date : 18/10/2018

MR. ZAKER HOSSAIN

Officer

Index No : G-30358

Passport No : BQ 0031645

Sonali Bank Limited

Principal Office

Narsingdi.

ইনফরমেশন টেকনোলজি ডিভিশন (বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা

তারিখ: 21.10.2018 নম্বর: 5458

একিমে-১/২/৩, ওসপি/সি. সোহাগ/সি. ইটি (আইটি)

১. উপস্থাপন করুন
২. জালাপ করুন
৩. প্রস্তুত করার দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পরামর্শ দিন
৬.মি/মিস/মিসেস/মিস্টার/মিস্টার্স করুন

ডেপুটি জেনারেল ম্যানেজার

Subject: Sanction of 07(Seven) days leave(Outside Bangladesh) with full pay from the date of availment to visit the holy places in India and meet your sibling in Dubai.

Dear Sir,

Reference letter no. 4456 dated the 03rd October . 2018 of Sonali Bank Limited, General Manager's Office, Dhaka-1 on the captioned subject .

We advise that in consideration of your application and recommendation of Sonali Bank Limited, General Manager's Office, Dhaka-1, the authority has sanctioned 07(Seven) days leave(Outside Bangladesh) with full pay from the date of availment to visit the holy places in India and meet your sibling in Dubai 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-1.
2. Deputy General Manager, Information Technology Division(Business IT), Sonali Bank Limited, Head Office, Dhaka.
3. Deputy General Manager, Sonali Bank Limited, Principal Office, Narsingdi.
4. Immigration Officer, Hazrat Shahjalal (Rh.) International Airport, Dhaka, Bangladesh.
5. Immigration Officer, All Other International Airports / Land ports, Bangladesh.
6. Personal File / Master Copy .

Assistant General Manager

Md. Jahangir Hossain
Assistant General Manager (A-2116)
Human Resource Management Division
(Section-3&4)
Sonali Bank Limited
Head Office, Dhaka.