



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION
(SECTION-5)

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No. HRMD/SEC-5/PF/OC-10633/13493

Dated: 22 October 2018

ARIFA AFRIN
Officer Cash
(Passport No: BN 0299313)
Sonali Bank Limited
Agrabad Corporate Branch,
Chittagong.

ইনফরমেশন টেকনোলজি ডিভিশন (বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: 23/10 নম্বর: 5518(i)
এডিং-1/2/3, এসপিএ/সি, প্রোগ্রামার/সি, হার্ডওয়্যার/সি
১. উপস্থাপন করণ
২. অ্যাপ্রোব করণ
৩. দ্রুত জবাব দিন
৪. দখিভুক্ত করণ
৫. প্রয়োজনীয় পত্ররূপ নিন
৬.দিনের মধ্যে সম্পাদন করণ
চেপুটি জেনারেল ম্যানেজার

Subject: Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to Visit India: Arifa Afrin (C-43702), Officer Cash, Sonali Bank Limited, Agrabad Corporate Branch, Chittagong.

Dear Sir,

Reference letter No. 3798 dated the 08th October, 2018 of General Manager's Office, Chittagong on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of General Manager's Office, Chittagong, the authority has sanctioned 15 (Fifteen) days full pay leave (Outside Bangladesh) from the date of availment with a permission to visit India under the following terms & conditions:

Conditions:

- 1) You have to bear all expenses of the proposed visit. There will be no financial involvement of Sonali Bank Limited / Govt. of Bangladesh.
- 2) This sanctioned leave will be treated as 'Leave outside Bangladesh'.
- 3) Over staying is strictly prohibited.
- 4) This sanction letter is valid for 03 (Three) months from the date of issue.

Yours faithfully,
Sd/-

(Md. Delowar Hossain Sarder)
Assistant General Manager

Copy forwarded for kind information & necessary action:

01. General Manager, Sonali Bank Limited, General Manager's Office, Chittagong.
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, Agrabad Corporate Branch, Chittagong Please send the joining report of the related officer specifying the date of leave availment.
04. Immigration Officer, All Airport, All Land port, Bangladesh
05. Personal File.

Assistant General Manager
Md. Delowar Hossain Sarder
Assistant General Manager
Human Resource Management Division
Sonali Bank Limited
Head Office, Dhaka.