



সোনালী ব্যাংক লিমিটেড  
SONALI BANK LIMITED

Human Resource Management Division(Sec-3)  
Head Office, Motijheel C/A.  
Dhaka-1000. Bangladesh.  
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No.HRMD/SEC-3/PF/SO-16854/13630

Date: 25 October, 2018

MUHAMMAD ALI HOSEN (C-43089)  
Passport No. OC 2147431  
Senior Officer  
Sonali Bank Staff College, Dhaka,  
Bangladesh.

ফরমেশন টেকনোলজি ডিভিশন (বিজ্ঞান অফিস)  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা  
তারিখ: 25.10.18  
ক্রমিক: ১২/৩, এপিও/সি, প্রোগ্রামার/সি, ইআই  
১. উপস্থাপন করুন  
২. আলোচন করুন  
৩. দ্রুত জবাব দিন  
৪. নথিভুক্ত করুন  
৫. প্রয়োজনীয় পদক্ষেপ নিন  
৬. ....দিনের মধ্যে সম্বাদন করুন  
তেপুটি সোনালী ব্যাংক লিমিটেড

Subject : Sanction of 60 (Sixty) 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 Staff College, Dhaka the authority has sanctioned 60 (Sixty) 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. Principal, Sonali Bank Staff College, Dhaka. They are requested to send his joining report after availment of leave.
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. Immigration Officer, All International Airports/Landports of Bangladesh.
04. Master Copy/Personal File/Office 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.