



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION
(SECTION-5)

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No. HRMD/SEC-5/PF/SOC-9771/13671

Dated: 25 October, 2018

MD MAMUNUR RASHID
Senior Officer Cash
(Passport No: BW 0844388)
Sonali Bank Limited
Puratan Busstand Branch,
Thakurgaon.

ইমকমেন্টেশন টেকনোলজি ডিভিশন (বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: 28.10.2018
ক্রম: 159/18
একক: ১/২/৫, এমপিও/সি, প্রোগ্রামার/সি, ইটি (আইটি)
১. উপস্থাপন করুন
২. অমোক্ষন করুন
৩. প্রাপ্ত জরুরি দিন
৪. সন্মতি করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬. বিস্ময় মতে সন্মতি করুন
ডেপুটি জেনারেল ম্যানেজার

Subject: Sanction of 20 (Twenty) days leave (Outside Bangladesh) with full pay to Visit India: Md Mamunur Rashid (C-40330), Senior Officer Cash (Joint Custodian Cash), Sonali Bank Limited, Puratan Busstand Branch, Thakurgaon.

Dear Sir,

Reference letter No.7742 dated the 09th October, 2018 of General Manager's Office, Rangpur on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of General Manager's Office, Rangpur, the authority has sanctioned 20 (Twenty) days full pay leave (Outside Bangladesh) from the date of 11.11.2018 to 30.11.2018 or 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, Rangpur.
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, Thakurgaon. **Please send the joining report of the related officer specifying the date of leave availment. As per your recommendation and consequent upon approval of the authority Md Osiur Rahman (G-31336), Assistant Officer Cash (Grade-2), Puratan Busstand Branch, Thakurgaon will hold the charge of Joint Custodian (Cash) temporarily during the leave of Md Mamunur Rashid (C-40330).**
04. Manager, Sonali Bank Limited, Puratan Busstand Branch, Thakurgaon.
05. Md Osiur Rahman (G-31336), Assistant Officer Cash (Grade-2), Sonali Bank Limited, Puratan Busstand Branch, Thakurgaon.
06. Immigration Officer, All Airport, All Land port, Bangladesh
07. Personal File.

Assistant General Manager

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