



সোনালী ব্যাংক লিমিটেড  
SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION  
(SECTION-5)

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No. HRMD/SEC-5/PF/OC-9591/13670

Dated: 25 October 2018

MOHAMMAD RAKIB HASAN  
Officer Cash  
(Passport No: OC 3175879)  
Sonali Bank Limited  
Wari Branch,  
Dhaka.

ইন্টারনেশনাল টেকনিক্যাল ডিভিশন(বিএসআইডি)  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা  
তারিখ: 28.10.18 নম্বর: 1559  
ক্রমিক: 1/2/3, ৪/৫/৬/৭/৮, প্রোগ্রামার/সিস্টেম এনালিস্ট (সিএসআই)  
১. উপস্থাপন করুন  
২. আদায় করুন  
৩. ক্ষতি ও বার দিন  
৪. মতিবৃত্ত করুন  
৫. প্রয়োজনীয় পদক্ষেপ নিন  
৬. বিতরণ করে সম্পাদন করুন  
ডেপুটি জেনারেল ম্যানেজার

**Subject: Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to Visit India: Mohammad Rakib Hasan (C-39708), Officer Cash, Sonali Bank Limited, Wari Branch, Dhaka.**

Dear Sir,

Reference letter No. 4327 dated the 08<sup>th</sup> October, 2018 of General Manager's Office, Dhaka-2 on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of General Manager's Office, Dhaka-2, the authority has sanctioned 15 (Fifteen) days full pay leave (Outside Bangladesh) from the date of 12.11.2018 to 26.11.2018 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, Dhaka-2.
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. Please send the joining report of the related officer specifying the date of leave availment.
04. Manager, Sonali Bank Limited, Wari Branch, Dhaka.
05. Immigration Officer, All Airport, All Land port, Bangladesh
06. Personal File.

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