



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION
(SECTION-5)

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No. HRMD/SEC-5/PF/SOC-9335/13762

Dated: 28 October, 2018

WAHIDA RAHMAN
Senior Officer Cash
(Passport No: OC 5125052)
Sonali Bank Limited
Khulna Corporate Branch,
Khulna.

সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা

তারিখ: 29.10.18

এতিম-১/২/৩, এসপিও/সি, প্রোগ্রামার/সি, ইঞ্জিনিয়ার/সি

১. উপস্থাপন করণ
২. আলাপ করণ
৩. ছুটি জবাব দিন
৪. নথিভুক্ত করণ
৫. প্রয়োজনীয় পত্রস্বাক্ষর দিন
৬.দিবসের মধ্যে সম্পাদন করণ

ডেপুটি জেনারেল ম্যানেজার

Subject: Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to Visit India: Wahida Rahman (C-38781), Senior Officer Cash, Sonali Bank Limited, Khulna Corporate Branch, Khulna.

Dear Sir,

Reference letter No.4780 dated the 16th September, 2018 of General Manager's Office, Khulna on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of General Manager's Office, Khulna, 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, Khulna.
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, Khulna Corporate Branch, Khulna. **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.