



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION  
(SECTION-4)

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Head Office, Motijheel  
Dhaka-1000, Bangladesh  
Phone : 88-02-9551121  
Fax : 88-02-9573765  
E-mail: sbl.hrmd4@sonalibank.com.bd

No. HRMD / SEC-4 / PF-23539 /13987

Date : 01/11/2018

MR. MD JOYNAL ABEDIN  
Officer(IT)  
Index No : G-34756  
Passport No : BN 0738616  
Sonali Bank Limited  
Principal Office  
Dhaka West, Dhaka.

ইনফরমেশন টেকনোলজি ডিভিশন(বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: 05.11.2018
এক্সেস: ১/১/১, ৫০/১/১/১, প্রোগ্রামার/সি.ইটি (আইটি)
১. উপস্থাপন করুন
২. আলোচন করুন
৩. প্রাপ্ত ওয়েব দিন
৪. মতিভূক্ত করুন
৫. প্রমোজনির পরামর্শ দিন
৬. ....দিনের মধ্যে উপস্থাপন করুন
ডেপুটি জেনারেল ম্যানেজার

**Subject: Sanction of 15(Fifteen) days leave(Outside Bangladesh) with full pay from the date of availment to visit the holy places in India.**

Dear Sir,

Reference letter no. 736 dated the 11<sup>th</sup> February , 2018 of Sonali Bank Limited, General Manager's Office, Dhaka-2 on the captioned subject .

We advise that in consideration of your application and recommendation of Sonali Bank Limited, General Manager's Office, Dhaka-2, the authority has sanctioned 15(Fifteen) days leave(Outside Bangladesh) with full pay from the date of availment to visit the holy places in India under the following terms and conditions :

1. You have to bear the expense of this proposed visit. There will be no financial involvement of Sonali Bank Limited /Government of people's Republic of Bangladesh.
2. It will be treated as "Leave outside Bangladesh".
3. **Staying abroad over the sanctioned leave will not be allowed at all.**
4. **This sanction letter will remain valid for 03 (Three) months from the date of issuance.**

Yours Faithfully

Sd /-

(Md. Jahangir Hossain)  
Assistant General Manager

**Copy forwarded for kind information and necessary action :**

1. General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-2.
2. Deputy General Manager, Information Technology Division(Business IT), Sonali Bank Limited, Head Office, Dhaka.
3. Deputy General Manager, Sonali Bank Limited, Principal Office, Dhaka West, Dhaka.
4. Immigration Officer, Hazrat Shahjalal (Rh.) International Airport, Dhaka, Bangladesh.
5. Immigration Officer, All Other International Airports / Land ports, Bangladesh.
6. Personal File / Master 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.