



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION
(SECTION-4)

Head Office, Motijheel

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No. HRMD / SEC-4 / PF-21257 / 13989

MR. MOHAMMAD MAHBUBUR RAHMAN KHAN
Senior Officer(IT)
Index No : G-34294
Passport No : BN 0826546
Sonali Bank Limited
Regional Office
Netrokona.

Date: 01/11/2018

ইনফরমেশন টেকনোলজি ডিভিশন(বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা

অফিস নং: 05/1/1/...
প্রতিষ্ঠান: ১/১/১, এমসিও, পি. কে. রোড/সি. ইন্টা (সেইটি)

১. উপস্থাপন করেন
২. পর্যালোচনা করেন
৩. প্রতিকার করেন
৪. সফিক্ত করেন
৫. প্রমোশন/অফিসিয়াল পদ বিনিময়
৬. ...বিবেচনা/সংশোধন করেন

জেপুটি জেনারেল ম্যানেজার

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

Dear Sir,

Reference letter no. 2790 dated the 02nd October , 2018 of Sonali Bank Limited, General Manager's Office, Mymensingh on the captioned subject .

We advise that in consideration of your application and recommendation of Sonali Bank Limited, General Manager's Office, Mymensingh, the authority has sanctioned 15(Fifteen) days leave(Outside Bangladesh) with full pay from the date of availment to visit the holy & spectacular 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, Mymensingh.
2. Deputy General Manager, Information Technology Division(Busineses IT), Sonali Bank Limited, Head Office, Dhaka.
3. Assistant General Manager, Sonali Bank Limited, Regional Office, Netrokona.
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-2116)
Human Resource Management Division
(Section-3&4)
Sonali Bank Limited
Head Office, Dhaka.