



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION
(SECTION-4)

Head Office, Motijheel
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No. HRMD/SEC-4/PF- 21208/13990

Date : 01/11/2018

MST. SALMA KHATUN

Senior Officer(IT)

Index No : G-33851

Passport No : OC 8063447

Sonali Bank Limited

Greater Road Branch

Rajshahi.

ইনসুরেন্স টেকনোলজি ডিভিশন(বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: 05/11/2018
এজিএম-3/4/3, এজি-3/4/3, প্রোগ্রামার/সি.ইউ.ইউ. (আইটি)

১. উপস্থাপনা করেন
২. কার্যকর করেন
৩. প্রাপ্য কর্মসূচি নিয়ে
৪. নৃসিদ্ধান্ত করেন
৫. এজিএম-3/4/3, এজি-3/4/3, প্রোগ্রামার/সি.ইউ.ইউ. (আইটি)
৬. ...সিদ্ধান্ত নেওয়া দৃশ্যমান করুন

সেপটি ডেপুটি ম্যানেজার

Subject: Sanction of 30(Thirty) days leave(Outside Bangladesh) with full pay from the date of availment to visit the holy places, perform ritual and meet kith & kin in India.

Dear Sir,

Reference letter no. 3988 dated the 10th October , 2018 of Sonali Bank Limited, General Manager's Office, Rajshahi on the captioned subject .

We advise that in consideration of your application and recommendation of Sonali Bank Limited, General Manager's Office, Rajshahi, the authority has sanctioned 30(Thirty) days leave(Outside Bangladesh) with full pay from the date of availment to visit the holy places, perform ritual and meet kith & kin 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, Rajshahi.
2. Deputy General Manager, Information Technology Division(Business IT), Sonali Bank Limited, Head Office, Dhaka.
3. Deputy General Manager, Sonali Bank Limited, Principal Office, Rajshahi.
4. Assistant General Manager, Sonali Bank Limited, Greater Road Branch, Rajshahi.
5. Immigration Officer, Hazrat Shahjalal(Rh.) International Airport, Dhaka, Bangladesh.
6. Immigration Officer, All Other International Airports / Land ports, Bangladesh.
7. 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.