



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office
Motijheel, Dhaka

Human Resource Management Division

Staff Management Department (Section-6)

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NO-HRMD/SMD-06/PF-AOG-2(IT)-603/14013

KHADIZA KHATUN (C-33471)

(Passport No. OC 1167296)

Assistant Officer Grade-2 (IT)

Sonali Bank Limited

Dhanmondi Corporate Branch

Dhaka.

সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা

তারিখ: 05.11.2018 Dated: 01 November, 2018

একমুঠক/১/৩, একমুঠক/১/৩, একমুঠক/১/৩, একমুঠক/১/৩

- উপস্থাপন করান
- জ্ঞাপন করান
- স্বাক্ষর করান
- মুদ্রিত করান
- অন্যান্য কার্যক্রম

ডেপুটি জেনারেল ম্যানেজার

Subject : Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit Thailand.

Reference may please be made to the letter no. 4371 dated 09.10.2018 of Sonali Bank Limited, General Manager's Office, Dhaka-2, Dhaka on the captioned subject.

We have to advise that in consideration of your application and the recommendation of Sonali Bank Limited, General Manager's Office, Dhaka-2, Dhaka, the authority has pleased to sanction you 15(Fifteen) days leave (Outside Bangladesh) from the date of availment with a permission to visit Thailand under the following terms & conditions :

Conditions :

01. You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited/Government of Bangladesh.
02. It will be treated as "Leave-outside Bangladesh".
03. **Over stay in abroad will not be allowed.**
04. This sanctioned letter will be valid for 3 (Three) months from the date of issue.

Yours Faithfully,


Sd/-

(Md. Delowar Hossain Sarder)

Assistant General Manager

Copy forwarded for kind information & necessary action to :

01. General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-2, Dhaka. It has a reference to their letter no.4371, dated 09.10.2018
02. The Deputy General Manager, Information and 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. The Deputy General Manager, Sonali Bank Limited, Dhanmondi Corporate Branch, Dhaka.
04. Immigration Officer, All International Airports, Bangladesh.
05. Personal File.


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