



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office

Motijheel, Dhaka-1000

Bangladesh.

Human Resource Management Division

Staff Management Department (Sec-7)

☎ : 47115437, Fax-9573765

E-mail: sblpmd7@gmail.com

No.HRMD/SMD/SEC-7/PF(SSG-2-1935)/14273

Dated : 08 November, 2018

MD ZAGER HOSEN (G-22321)

(Passport No. BX 0276791)

Supporting Staff Grade-2

Sonali Bank Limited

Laldighi Corporate Branch

Chittagong.

Sub: **Sanction of 20(Twenty) days leave (Outside Bangladesh) with full pay to visit India.**

Dear Sir,

Reference may please be made to the letter no.- 3924 dated 16 October, 2018 of Sonali Bank Limited, General Manager's Office, Chittagong on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Chittagong, the authority has sanctioned 20(Twenty) days leave (Outside Bangladesh) from the date of availment with a permission to visit India 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 sanction letter will remain 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 to :

01. The General Manager, Sonali Bank Limited, General Manager's Office, Chittagong.
02. The 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. The Deputy General Manager, Sonali Bank Limited, Laldighi Corporate Branch, Chittagong.
04. Immigration Officer, All Airports /All Land Ports, Bangladesh.
05. Personal File Copy.


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