



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION
(SECTION-4)

Head Office, Motijheel
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No. HRMD/SEC-4/PF- 15885/13996

Date : 08/11/2018

MR. MD RASHEL AHMED SHAIKH
Senior Officer
Index No : G-43318
Passport No : BP 0518940
Sonal Bank Limited
Morrelganj Branch
Bageraht.

১. প্রাপ্তি তারিখ	১১.১১.১৮
২. প্রাপ্তি নং	৫৪৫৩
৩. প্রাপ্তি কর্মসূচি	
৪. প্রাপ্তি কর্মসূচির বিবরণ	
৫. প্রাপ্তি কর্মসূচির মেয়াদ	
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৮. প্রাপ্তি কর্মসূচির ফলাফল	
৯. প্রাপ্তি কর্মসূচির মন্তব্য	
১০. প্রাপ্তি কর্মসূচির অন্যান্য বিবরণ	

Subject: Sanction of 20(Twenty) 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. 6151 dated the 10th October , 2018 of Sonali Bank Limited, General Manager's Office, Khulna on the captioned subject .

We advise that in consideration of your application and recommendation of Sonali Bank Limited, General Manager's Office, Khulna, the authority has sanctioned 20(Twenty) 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, Khulna.
2. Deputy General Manager, Information Technology Division(Business IT), Sonali Bank Limited, Head Office, Dhaka.
3. Assistant General Manager, Sonali Bank Limited, Regional Office, Bagerhat.
4. Manager, Sonali Bank Limited, Morrelganj Branch, Bagerhat.
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-2118)
Human Resource Management Division
(Section-3&4)
Sonal Bank Limited
Head Office, Dhaka.