



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

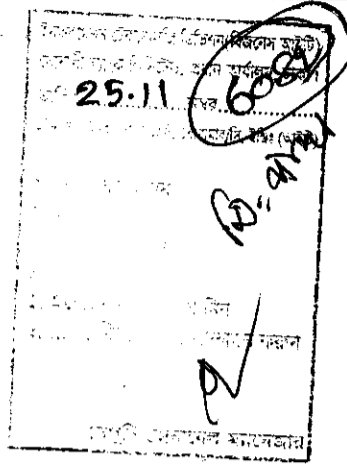
HUMAN RESOURCE MANAGEMENT DIVISION
(SECTION-4)

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No. HRMD/SEC-4/PF- 22152/14402

Date : 22/11/2018

MRS. SHARMIN FARZANA
Officer
Index No : G-45484
Passport No : BW 0943947
Sonali Bank Limited
College Gate Branch
Dhaka.



Subject: Sanction of 15(Fifteen) days leave(Outside Bangladesh) with full pay from the date of availment to go to India as Medical Attendant with your spouse.

Dear Sir,

Reference letter no. 4688 dated the 29th October , 2018 of Sonali Bank Limited, General Manager's Office, Dhaka-2 on the captioned subject .

We advise that in consideration of your application and recommendation of Sonali Bank Limited, General Manager's Office, Dhaka-2, the authority has sanctioned 15(Fifteen) days leave(Outside Bangladesh) with full pay from the date of availment to go to India as Medical Attendant with your spouse 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. Delowar Hossain Sarder)
Assistant General Manager

Copy forwarded for kind information and necessary action :

1. General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-2.
2. Deputy General Manager, Information Technology Division(Business IT), Sonali Bank Limited, Head Office, Dhaka.
3. Deputy General Manager, Sonali Bank Limited, Principal Office, Dhaka West, Dhaka.
4. Assistant General Manager, Sonali Bank Limited, College Gate Branch, Dhaka.
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. Delowar Hossain Sarder
Assistant General Manager
Human Resource Management Division
Sonali Bank Limited
Head Office, Dhaka.