



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

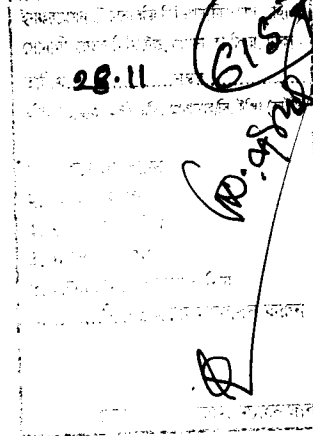
HUMAN RESOURCE MANAGEMENT DIVISION
(SECTION-5)

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No. HRMD/SEC-5/PF/OC-8036/15139

Dated: 27 November 2018

MD GIAS UDDIN
Officer Cash
(Passport No: BX 0655731)
Sonal Bank Limited
Principal Office, Chittagong-South,
Chittagong.



Subject: Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to Visit United Arab Emirates: Md Gias Uddin (G-28034), Officer Cash, Sonali Bank Limited, Principal Office, Chittagong-South, Chittagong.

Dear Sir,

Reference letter No. 4281 dated the 11th November, 2018 of General Manager's Office, Chittagong on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of General Manager's Office, Chittagong, the authority has sanctioned 15 (Fifteen) days full pay leave (Outside Bangladesh) from the date of 02.12.2018 to 16.12.2018 with a permission to visit United Arab Emirates under the following terms & conditions:

Conditions:

- 1) You have to bear all expenses of the proposed visit. There will be no financial involvement of Sonali Bank Limited / Govt. of Bangladesh.
- 2) This sanctioned leave will be treated as 'Leave outside Bangladesh'.
- 3) Over staying is strictly prohibited.

Yours faithfully,
Sd/-

(Md. Delowar Hossain Sarder)
Assistant General Manager

Copy forwarded for kind information & necessary action:

01. General Manager, Sonali Bank Limited, General Manager's Office, Chittagong.
02. 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. Deputy General Manager, Sonali Bank Limited, Principal Office, Chittagong-South, Chittagong. **Please send the joining report of the related officer specifying the date of leave availment.**
04. Immigration Officer, All Airport, All Land port, Bangladesh
05. Personal File.

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