



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION  
(SECTION-4)

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No. HRMD/SEC-4/PF- 24318/15186

Date : 24/12/2018

MR. MD BELAET HOSSINE

Officer

Index No : G-31933

Passport No : BY 0143510

Sonali Bank Limited

Khalilpur Branch

Faridpur.

**Subject: Sanction of 15(Fifteen) days leave(Outside Bangladesh) with full pay from 27/12/2018 or the date of availment to visit the holy places like Azmeer Sharif in India.**

Dear Sir,

Reference letter no. 3644 dated the 23<sup>rd</sup> December , 2018 of Sonali Bank Limited, General Manager's Office, Faridpur on the captioned subject .

We advise that in consideration of your application and recommendation of Sonali Bank Limited, General Manager's Office, Faridpur, the authority has sanctioned **15(Fifteen) days leave(Outside Bangladesh) with full pay from 27/12/2018 or the date of availment** to visit the holy places like Azmeer Sharif in **India** under the following terms and conditions :

1. You have to bear the expenses 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, Faridpur.
2. Deputy General Manager, Information Technology Division(Business IT), Sonali Bank Limited, Head Office, Dhaka.
3. Deputy General Manager, Sonali Bank Limited, Principal Office, Faridpur.
4. Manager, Sonali Bank Limited, Khalilpur Branch, Faridpur.
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-2116)  
Human Resource Management Division  
(Section-3&4)  
Sonali Bank Limited  
Head Office, Dhaka.