



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION  
(SECTION-5)

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No. HRMD/SEC-5/PF/OC-9073/16274

Dated: 26 December 2018

MOHAMMAD ABUL KALAM AZAD  
Senior Officer Cash  
(Passport No. BT 0612199)  
Sonali Bank Limited  
Nagarpur Branch,  
Tangail.

**Subject: Sanction of 10 (Ten) days leave (Outside Bangladesh) with full pay to Visit India: Mohammad Abul Kalam Azad (C-39111), Senior Officer Cash, Sonali Bank Limited, Nagarpur Branch, Tangail.**

Dear Sir,

Reference letter No. 3232 dated the 11<sup>th</sup> December, 2018 of General Manager's Office, Mymensingh on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of General Manager's Office, Mymensingh, the authority has sanctioned 10 (Ten) days full pay leave (Outside Bangladesh) from the date of 01.01.2019 to 10.01.2019 or from the date of availment with a permission to visit India 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.
- 4) This sanction letter is 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:

01. General Manager, Sonali Bank Limited, General Manager's Office, Mymensingh.
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, Tangail. **Please send the joining report of the related officer specifying the date of leave availment.**
04. Manager, Sonali Bank Limited, Nagarpur Branch, Tangail.
05. Immigration Officer, All Airport, All Land port, Bangladesh
06. Personal File.

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