



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION

OFFICER MANAGEMENT DEPT. (SECTION- 4)

Head Office, Motijheel

Dhaka-1000, Bangladesh

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No. HRMD/SEC – 4/ PF - 20186/9671

Date : 22/08/2019

SHAHIDA SARKER

Officer

Index No : C-44336

Passport No : BY 0759884

Sonali Bank Limited

Mirpur Shilpa Elaka Branch

Dhaka.

Subject: Sanction of 30(Thirty) days leave(Outside Bangladesh) with full pay from the date of availment to visit the spectacular places in Australia.

Dear Sir,

Reference letter no. 2885 dated the 09th July, 2019 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 concerned General Manager's Office, the authority has sanctioned 30(Thirty) days leave(Outside Bangladesh) with full pay from the date of availment to visit the spectacular places in Australia 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, 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, Mirpur.
4. Manager, Sonali Bank Limited, Mirpur Shilpa Elaka 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. Jahangir Hossain
Assistant General Manager (A-2116)
Human Resource Management Division
(Section-3&4)
Sonali Bank Limited
Head Office, Dhaka