



সোনালী ব্যাংক লিমিটেড  
SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION  
(SECTION-5)

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No. HRMD/SEC-5/OUTSIDE/SOC-8960/9730

Dated: 25 August, 2019

Mr. SHUMON KUMAR (C-40508)  
Senior Officer Cash  
Sonali Bank Limited  
Joypurhat Branch,  
Joypurhat.

ইনফরমেশন সিস্টেমস ডিভিশন (বিজনেস অফিস)  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।  
তারিখ: 25/08/2019  
ক্রমিক নং: 1/2/3, এসএম/জি.সি. সেকশন/সি.ইউ.সি.  
6662  
১. উপস্থাপন করুন  
২. আলোচনা করুন  
৩. প্রস্তাব অনুমোদন করুন  
৪. নথিভুক্ত করুন  
৫. প্রয়োজনীয় প্রয়োজনীয় পত্র  
৬. ....দিবার মধ্যে সম্পাদন করুন  
ডেপুটি জেনারেল ম্যানেজার

Mr Shohab So

**Subject: Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to Visit India.**

Dear Sir,

Reference may please be made to the letter No. 3446 dated the 30 July, 2019 of Sonali Bank Limited, General Manager's Office, Rajshahi on the captioned subject.

It may kindly be advised that in consideration of your application and recommendation of General Manager's Office, Rajshahi, the authority has sanctioned 15 (Fifteen) days full pay leave (Outside Bangladesh) including transit period and government weekly holidays from the date of 10.09.2019 to 24.09.2019 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, Rajshahi.
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. Assistant General Manager, Sonali Bank Limited, Regional Office, Joypurhat. **Please send the joining report of the related officer specifying the date of leave availment.**
04. Manager, Sonali Bank Limited, Joypurhat Branch, Joypurhat.
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.