



সোনালী ব্যাংক লিমিটেড  
SONALI BANK LIMITED

Human Resource Management Division(Sec-3)  
Head Office, Motijheel C/A.  
Dhaka-1000. Bangladesh.  
Phone : 88-02-9551121  
E-Mail:sbl.hrmd3@sonalibank.com.bd

No.HRMD/SEC-3/PF/SO-16641/9661

Date : 25 August, 2019

KAZI MOSHFIQUL HASAN (C-41250)  
Passport No. EA-0525609  
Senior Officer  
Sonal Bank Limited  
Zila Parishad Branch, Narail,  
Bangladesh.

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| ইনসার্ভিসন পদে কর্মরত কর্মচারীর ছুটি/সন্মতি/অনুমতি আইডি |
| সোনালী ব্যাংক লিমিটেড প্রধান কার্যালয়, ঢাকা।           |
| তারিখ: 25/08/2019                                       |
| ক্রম: ১/২/৩, ৪, ৫, ৬, ৭, ৮, ৯, ১০, ১১, ১২               |
| ১. উপস্থাপন করা   |
| ২. আনুগত্য করা  |
| ৩. প্রত্যাহার করা                                       |
| ৪. নথিভুক্ত করা   |
| ৫. প্রয়োজনীয় পত্রাদি প্রেরণ করা                       |
| ৬. ....দিনের মধ্যে সম্পাদন করুন                         |

ডেপুটি জেনারেল ম্যানেজার

Mr Shehab, so

**Subject : Sanction of 20 (Twenty) days leave (Outside Bangladesh) with full pay to visit Australia.**

Dear Sir,

We have the pleasure to advise that in consideration of your application and recommendation of Sonali Bank Limited, General Manager's Office, Khulna the authority has sanctioned 20 (Twenty) days leave (Outside Bangladesh) with full pay from 21-09-2019 or the date of availment with a permission to visit Australia under the following terms and conditions:

- (1) You will have to bear all expenses of the proposed visit.
- (2) There will be no financial involvement of Sonali Bank Limited / Government of Bangladesh.
- (3) Staying abroad over the sanctioned leave will not be allowed.
- (4) This sanction letter is valid for 03 (Three) months from the date of issue.

Yours faithfully

Sd/-

(Md. Jahangir Hossain)

Assistant General Manager.

Copy forwarded for kind information & necessary action:

01. Deputy General Manager (In-charge), Sonali Bank Limited, General Manager's Office, Khulna. As per their proposal Mr. Soumitra Bose (C-44778), Officer, Zila Parishad Branch, Narail, will be the Joint Custodian (General) temporarily on the leave of Kazi Moshfiqul Hasan.
- ✓ 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, Narail.
04. Manager, Sonali Bank Limited, Zila Parishad Branch, Narail. They are requested to send his joining report after availment of leave.
05. Immigration Officer, All International Airports/Landports of Bangladesh.
06. Master Copy/Personal File/Office 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.

International Leave Advice