



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION
OFFICER MANAGEMENT DEPT. (SECTION-4)

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Dhaka-1000, Bangladesh
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No. HRMD/SEC – 4/ PF - 22341/8754

Date : 30/07/2019

RAJIB KANTI DEY

Officer

Index No : C-45540

Passport No : BQ 0682379

Sonali Bank Limited

Ukhiya Branch

Cox's Bazar.

ইনফরমেশন প্রদানের লিখিত অনুরোধ (স্মার্ট)
সোনালী ব্যাংক লিমিটেড, ঢাকা।
তারিখ: 30/07/2019
অফিসার/অফিসের নাম: (স্মার্ট)

১. উদ্দেশ্য
২. তারিখ
৩. স্থান
৪. ব্যয়
৫. মাসিক বেতন পরিশোধের নিয়ম
৬. ... নিয়মে স্বাক্ষর করবেন।

ডেপুটি জেনারেল ম্যানেজার

Mr Partho, Eng (IT)

Subject: Sanction of 20(Twenty) days leave(Outside Bangladesh) with full pay from 09/08/2019 or the date of availment to visit the holy places in India.

Dear Sir,

Reference letter no. 2569 dated the 02nd July. 2019 of Sonali Bank Limited. General Manager's Office, Chattogram on the captioned subject .

We advise that in consideration of your application and recommendation of concerned General Manager's Office, the authority has sanctioned 20(Twenty) days leave(Outside Bangladesh) with full pay from 09/08/2019 or the date of availment to visit the holy places 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. Chattogram.
2. Deputy General Manager, Information Technology Division(Business IT), Sonali Bank Limited, Head Office, Dhaka.
3. Assistant General Manager, Sonali Bank Limited, Regional Office, Cox's Bazar.
4. Manager, Sonali Bank Limited, Ukhiya Branch, Cox's Bazar.
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-2110)
Human Resource Management Division
(Section-3&4)
Sonali Bank Limited
Head Office, Dhaka.