



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- 16408/10153

Date : 02/09/2019

AMITA MAJUMDAR

Officer

Index No : C-39794

Passport No : BR 0263318

Sonali Bank Limited

Sunamganj Branch

Sunamganj.

ইনফরমেশন টেকনোলজি ডিভিশন(বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ: 02/09/2019
স্মারক: CO-8-10
বিভাগ: ১/২/৩, কর্মসূচি: প্রকল্প/সি.ই.বি. (আইটি)

১. উদ্দেশ্য
২. কার্যক্রম
৩. প্রকল্প/স্মারক
৪. বিনিয়োগ
৫. প্রয়োজনীয় পরামর্শ
৬. ...কর্তার সম্মতি/স্বাক্ষর

ডেপুটি জেনারেল ম্যানেজার

M. Shihab. So

Subject: Sanction of 15(Fifteen) days leave(Outside Bangladesh) with full pay from 08/09/2019 or the date of availment to perform rituals at Goya in India.

Dear Sir,

Reference letter no. 1998 dated the 28th July , 2019 of Sonali Bank Limited, General Manager's Office, Sylhet on the captioned subject .

We advise that in consideration of your application and recommendation of concerned General Manager's Office, the authority has sanctioned 15(Fifteen) days leave(Outside Bangladesh) with full pay from 08/09/2019 or the date of availment to perform rituals at Goya in India under the following terms and conditions :

1. You have to bear all expenses of the 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, Sylhet.
2. Deputy General Manager, Information Technology Division(Business IT), Sonali Bank Limited, Head Office, Dhaka.
3. Assistant General Manager, Sonali Bank Limited, Regional Office, Sunamganj.
4. Manager, Sonali Bank Limited, Sunamganj Branch, Sunamganj.
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