



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office

Motijheel

Dhaka, Bangladesh.

Human Resource Management Division
Officer Management Department(Section-1)

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ইনফরমেশন টেকনোলজি ডিভিশন(বিজনেস আইটি)

সোনালী ব্যাংক লিমিটেড প্রধান কার্যালয়, ঢাকা

তারিখ: 26/03/2019

ক্রমিক: ১২/৩, ৩৯৯৩/সি, ৫৫৫/সি, ৫৫৫/সি

১. উপস্থাপন করণ
২. জমা পত্র
৩. প্রকৃত অবস্থা দিন
৪. নথিভুক্ত করণ
৫. প্রয়োজনীয় পত্রাদি দিন
৬. ...দিনের মধ্যে সম্পাদন করণ

Ms Fartha, Eng (IT)

ডেপুটি সিনিয়র ম্যানেজার

Dated : 13 March, 2019

NO.HRMD/OMD/SEC-1/2847

Mr. Md. Shamsur Rahman (G-36055)
Senior Principal Officer (Manager)
Sonali Bank Limited
Court Building Branch
Chuadanga, Bangladesh.

(Ex. Place of posting Principal Office, Chuadanga)

Dear Sir,

Subject : **Sanction of 15 days outside Bangladesh leave with full pay to visit India, Nepal & Bhutan.**

Reference may please be made to the letter no. 139 dated 15 January, 2019 of Sonali Bank Limited, General Manager's Office, Faridpur on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, the authority has sanctioned 15 days outside Bangladesh leave including transit period and government/weekly holidays from the date of availing with a permission to visit India, Nepal & Bhutan under the following terms & conditions:

Conditions :

1. You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited & Government of Bangladesh.
2. The Period of traveling will be adjusted from earned leave.
3. Over stay in abroad will not be allowed.
4. This sanction letter will remain valid for 03 (three) months from the date of issue.

As per approval of the authority Mr. Md. Mehedi Hasan (C-44649), Principal Officer, Sonali Bank Limited, Court Building Branch, Chuadanga will take over the charges of the branch temporarily during your sanctioned leave period.

Yours Faithfully,

Sd/-

(Md. Nurullah Khan)

Assistant General Manager

Copy forward for kind information & necessary action to:

01. The General Manager, Sonali Bank Limited, General Manager's Office, Faridpur.
02. The Deputy General Manager, Information Technology Division (Business IT), Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the letter in the Bank's website.
03. The Deputy General Manager, Sonali Bank Limited, Principal Office, Chuadanga, with a request to send us the related joining report of the above officer specifying the date of leave availed.
04. The Manager, Sonali Bank Limited, Court Building Branch, Chuadanga.
05. Mr. Md. Mehedi Hasan (C-44649), Principal Officer, Sonali Bank Limited, Court Building Branch, Chuadanga.
06. Immigration Officer, All Airports/All Landports, Bangladesh.

Assistant General Manager
Md. Nurullah Khan
Assistant General Manager
Human Resources Mgt. Division
Sonali Bank Limited
Head Office, Dhaka.