



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION

OFFICER MANAGEMENT DEPARTMENT

(SECTION-2)

Head Office, Dhaka-1000, Bangladesh.

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Deputy General Manager

Phone: +8802-9564515

NO.HRMD/SEC-2/(PF-18363)/

MD ASADUZZAMAN (C-41482)

(Passport No-BP 0893711)

Principal Officer(Manager)

Sonali Bank Limited

Patgram Branch

Lalmonirhat, Bangladesh.

ইংরেজি ভাষায় লিখিত (নিম্নের আবেদন)

সোনালী ব্যাংক লিমিটেড প্রধান কার্যালয়, ঢাকা

তারিখ: ১৪/৩/১৯ নম্বর: ২২৬৫

একক: ১/১/১, এম.ও.ডি. প্রোগ্রামার/ডি.ইটি (সিইটি)

১. উপস্থাপন করুন  
২. বর্ণনা করুন  
৩. এম.ও.ডি. প্রোগ্রামার/ডি.ইটি  
৪. মতিভূমি  
৫. প্রোগ্রামার/ডি.ইটি  
৬. সিইটি

Mr Pantho, Eng (IT)

R

Dated : 14 MARCH 2019

**Subject : Sanction of 30 (Thirty) days leave (Outside Bangladesh) with full pay to visit in India.**

Dear Sir,

Reference may please be made to the letter No. 921 dated the 24 January, 2019 of General Manager's Office, Rangpur on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Rangpur the authority has sanctioned 30 days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit in India under the following terms & conditions:-

- You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited/Government of Bangladesh.
- This sanctioned leave will be treated as Leave outside Bangladesh.
- Staying abroad over the sanctioned leave is strictly prohibited.
- This sanctioned letter will remain valid for 03(three) months from the date of issue.

Yours faithfully,

Sd/-

(Md. Nurullah Khan)

Assistant General Manager

Phone: +8802-9551121

**Copy forwarded for kind information & necessary action to:-**

- General Manager, Sonali Bank Limited, General Manager's Office, Rangpur. As per their proposal Mr. Md. Ashraf Ali (G-23475), Principal Officer, Patgram Branch, Lalmonirhat will hold the charge of Manager temporarily on leave of Mr. Md. Asaduzzaman.
- 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.
- Deputy General Manager, Sonali Bank Limited, Principal Office, Kurigram with a request to send us the related joining report of the above officer specifying the date of leave availed.
- Manager, Sonali Bank Limited, , Patgram Branch, Lalmonirhat.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.
- Mr. Md. Ashraf Ali (G-23475), Principal Officer, Sonali Bank Limited, Patgram Branch, Lalmonirhat.

**Assistant General Manager**

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