



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION
OFFICER MANAGEMENT DEPARTMENT

(SECTION-2)

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NO.HO/HRMD/OMD/SEC-2/(PF-15742)/

SUJAN KUMAR PODDAR (C-38028)

(Passport No-OC 0109095)


Principal Officer

Human Resource Development Division

Sonali Bank Limited

Head Office, Dhaka

Bangladesh.

<p>ইনফরমেশন টেকনোলজি ডিভিশন(বিজনেস আইটি)</p> <p>সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।</p> <p>তারিখ: ২০/৩/১৯ নম্বর: ২২৭৩</p> <p>এসিও-১/২/৩, এসপিও/সি, মেমোরান্ডাম/সি, ইটিসি (সিটিসি)</p> <p>১. উপস্থাপন করুন ২. আলোচনা করুন ৩. দ্রুত জবাব দিন ৪. নথিভুক্ত করুন ৫. প্রয়োজনীয় পদক্ষেপ নিন ৬.দিনের মধ্যে সম্পাদন করুন</p> <p> ডেপুটি জেনারেল ম্যানেজার</p>	<p>Dated : 20 MARCH, 2019</p> <p><i>Mr. Farhat</i> <i>E-88 (15)</i> <i>24.03.19</i></p>
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Subject : Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit in Thailand & India.

Dear Sir,

Reference may please be made to the letter No. 421 dated the 13 February, 2019 of Human Resource Development Division, Sonali Bank Limited, Head Office, Dhaka on the captioned subject.

We have to advise that in consideration of your application and recommendation of Human Resource Development Division, Sonali Bank Limited, Head Office, Dhaka the authority has sanctioned 15 days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit in Thailand & 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:-

- Deputy General Manager, Sonali Bank Limited, Human Resource Development Division, Sonali Bank Limited, Head Office, Dhaka with a request to send us the related joining report of the above officer specifying the date of leave availed.
- 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.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.



Assistant General Manager

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