



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION

OFFICER MANAGEMENT DIVISION(SECTION-4)

Head Office, Motijheel

Dhaka-1000, Bangladesh

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No. HRMD/SEC-4/PF- 22178/3300

Date : 21/03/2019

SIRAJAM MUNIRA

Officer

Index No : C-45585

Passport No : BQ 0622305

Sonali Bank Limited

Sagardi Branch

Barishal.

ইনফরমেশন টেকনোলজি ডিভিশন(বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ: ২৫/৩/১৯ মাস: ৩/১৯
একিডম-১/২/৩, কম্পিউটার, প্রোগ্রামার, ইঞ্জিনিয়ার (সফটওয়্যার)
১. উপস্থাপন করুন
২. আলোচন করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ দিন
৬.দিনের মধ্যে সম্পাদন করুন
ডেপুটি জেনারেল ম্যানেজার

Mr Partho, Eng (IT)
25.03.19

Subject: Sanction of 10(Ten) days leave (Outside Bangladesh) with full pay from the date of availment to visit the holy places in Thailand.

Dear Sir,

Reference letter no. 897 dated the 04th March , 2019 of Sonali Bank Limited, General Manager's Office, Barishal on the captioned subject .

We advise that in consideration of your application and recommendation of concerned General Manager's Office, the authority has sanctioned 10(Ten) days leave(Outside Bangladesh) with full pay from the date of availment to visit the holy places in Thailand 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, Barishal.
2. Deputy General Manager, Information Technology Division(Business IT), Sonali Bank Limited, Head Office, Dhaka.
3. Deputy General Manager, Sonali Bank Limited, Principal Office, Barishal.
4. Manager, Sonali Bank Limited, Sagardi Branch, Barishal.
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-2116)
Human Resource Management Division
(Section-3&4)
Sonali Bank Limited
Head Office, Dhaka