



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.HO/HRMD/SEC-2/(PF-14821)/

MD FIROJ HASAN (C-37827)

(Passport No-BL 0518735)

Principal Officer(Manager)

Sonal Bank Limited

Cable Shilpa Branch

Khulna, Bangladesh.

ইনফরমেশন টেকনোলজি ডিভিশন(বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ: ১৫/৩/১৯ নম্বর: ১৬১১
একক: ১২/৩, এমপিওসি, সোমবার/সি. ইটি (আইটি)

১. উপস্থাপন করুন
২. আলোচন করুন
৩. দ্রুত জবাব দিন
৪. মঞ্জুর করুন
৫. প্রয়োজনীয় পদক্ষেপ দিন
৬.দিনের মধ্যে সম্পাদন করুন

ডেপুটি ডায়েরি সিস্টেম

Dated : 25 MARCH, 2019

Mr Partho, Eng (IT)
25.03.19

Subject : Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit in India.

Dear Sir,

Reference may please be made to the letter No. 728 dated the 13 February, 2019 of General Manager's Office, Khulna on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Khulna the authority has sanctioned 15 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, Khulna. As per their proposal Mr. Gautam Kumar Paul (C-38986), Senior Officer (Cash), Cable Shilpa Branch, Khulna will hold the charge of Manager temporarily on leave of Mr. Md Firoj Hasan.
- 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, Khulna with a request to send us the related joining report of the above officer specifying the date of leave availed.
- Manager, Sonali Bank Limited, Cable Shilpa Branch, Khulna.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.
- Mr. Gautam Kumar Paul (C-38986), Senior Officer (Cash), Sonali Bank Limited, Cable Shilpa Branch, Khulna.

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Assistant General Manager

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