



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office

Motijheel

Dhaka, Bangladesh.

Human Resource Management Division

Officer Management Department(Section-1)

e-mail : dgmhrmd@sonalibank.com.bd

ফোন : ৯৯০২-৯৫৬৪৫১৫ DGM, ৯৫৫১১২১ AGM.

NO. HRMD/OMD/SEC-1/3702

Dated : 24 March, 2019

Mr. Krishna Poda Sarkar (G-28366)
Assistant General Manager (Incumbent)
Sonali Bank Limited
Satkhira Branch
Satkhira, Bangladesh.

ইনকরমেন (কোনো) ডিভিশন(বিভাগে) ছাড়া
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ: ২৪/৩/১৯
একিড-১/২/৩, এনসিও/সি, সেকেন্ডারি/সি, ইজি (আইটি)
১. উপস্থাপন করুন
২. আলাপ করুন
৩. প্রাপ্ত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ দিন
৬.দিনের মধ্যে সম্পূর্ণ করুন
ডেপুটি প্রোগ্রামার মাস্টার/সেকশন

my Partho, English

Dear Sir,

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

Reference may please be made to the letter no. 905 dated 26 February, 2019 of Sonali Bank Limited, General Manager's Office, Khulna 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 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. Rabiul Islam, Senior Principal Officer, Sonali Bank Limited, Principal Office, Satkhira will take over the charges of the Satkhira Branch, Satkhira 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, Khulna.
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, Satkhira, with a request to send us the related joining report of the above Executive specifying the date of leave availed.
04. The Assistant General Manager (Incumbent), Sonali Bank Limited, Satkhira Branch, Satkhira.
05. Mr. Md. Rabiul Islam (G-36191), Senior Principal Officer, Sonali Bank Limited, Principal Office, Satkhira.
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.