



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION
OFFICER MANAGEMENT DEPARTMENT
(SECTION-2)

Head Office, Dhaka-1000, Bangladesh.
Phone: +8802-9550426-34
Fax: +88-02-9561409
E-mail:dgmhrmd@sonalibank.com.bd
Deputy General Manager
Phone: +8802-9564515

NO.HO/HRMD/OMD/SEC-2/(PF-18518)/

Dated : 27 MARCH, 2019

SHAMIMA AKTER (C-42454)

(Passport No-BR 0710105)

Principal Officer
Sonal Bank Limited
Goran Branch, Dhaka
Bangladesh.

Subject : Sanction of 20 (Twenty) days leave (Outside Bangladesh) with full pay to visit in India as medical attendant.

Dear Sir,

Reference may please be made to the letter No.1033 dated the 03 March, 2019 of General Manager's Office, Dhaka-2 on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Dhaka-2,Dhaka the authority has sanctioned 20 days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit in India as medical attendant of your child 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, Dhaka-2, Dhaka.
- 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, Dhaka East, Dhaka.
- Manager, Sonali Bank Limited, Goran Branch, Dhaka with a request to send us the related joining report of the above officer specifying the date of leave availed.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.

Assistant General Manager

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

ইনফরমেশন টেকনোলজি ডিভিশন(বিসনেস আইটি)
সোনালী ব্যাংক লিমিটেড প্রধান কার্যালয়, ঢাকা।
তারিখ: <u>27/3/19</u> নম্বর: <u>26919</u>
ওজিস-১/২/৩, একপ/৬/দি, প্রোগ্রামার/সি, ইঞ্জিঃ (আইটি)
১. উপস্থাপন করুন
২. আলাপ করুন
৩. দ্রুত জবাব দিন
৪. নাথৈতুক করুন
৫. প্রয়োজনীয় পদক্ষেপ দিন
৬.বিকল্প মতামত সম্পাদনা করুন
ডেপুটি: HRMD-2/Outs. Leave Advise-ii