



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

+8802-9564515

NO.HO/HRMD/OMD/SEC-2/(PF-14998)/

MUHAMMAD NAZMUL ALAM (C-38237)

(Passport No-BY 0671866)

Principal Officer(Manager)

Sonali Bank Limited

Babubazar Branch

Dhaka, Bangladesh.

ইনকম্পেন্সেড টেকনোলজি ডিভিশন(বিজনেস ইনফ্রাস্ট্রাকচার) সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা। তারিখ: ১৫/৩/১৯ নম্বর: ২৪৫৫ এক্সেস-১/২/৩, এপিও/সি, প্রোগ্রামার/সি, ইঞ্জি (সফটওয়্যার) ১. উপস্থাপন করুন ২. জালাপ করুন ৩. দ্রুত জবাব দিন ৪. নথিভুক্ত করুন ৫. প্রয়োজনীয় পদক্ষেপ দিন ৬.দিনের মধ্যে সম্পাদন করুন ডেপুটি জেনারেল ম্যানেজার

Dated : 31 MARCH, 2019

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. 986 dated the 13 March, 2019 of General Manager's Office, Dhaka-1, Dhaka on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Dhaka-1, 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-1, Dhaka. As per their proposal Mr. Muhammad Nazmul Islam (C-38889), Senior Officer (Cash), Babubazar Branch, Dhaka will hold the charge of Manager temporarily on leave of Mr. Muhammad Nazmul Alam.
- 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.
- Deputy General Manager, Sonali Bank Limited, Principal Office, Dhaka South, Dhaka with a request to send us the related joining report of the above officer specifying the date of leave availed.
- Manager, Sonali Bank Limited, Babubazar Branch, Dhaka.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.
- Mr. Muhammad Nazmul Islam (C-38889), Senior Officer (Cash), Sonali Bank Limited, Babubazar Branch, Dhaka.

Assistant General Manager

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