



সোনালী ব্যাংক লিমিটেড
'SONALI BANK LIMITED

PERSONNEL MANAGEMENT DIVISION
OFFICER MANAGEMENT DEPARTMENT
(SECTION-2)

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NO.PMD/OMD/SEC-2/(CF-15742)/

SUJAN KUMAR PODDAR (C-38028)
(Passport No-OC 0109095),
Principal Officer,
Human Resource Development Division,
Sonali Bank Limited,
Head Office, Dhaka,
Bangladesh.

ইনফরমেশন টেকনোলজি বিভাগ
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: ০২/০৪/১৭
এজিএম-১/২/এসএসএ
১. উপস্থাপন করুন
২. আলাপ করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬.দিনের মধ্যে জ্ঞাপন করুন
ডেপুটি জেনারেল ম্যানেজার

Dated : 02 April, 2017

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

Dear Sir,

Reference letter No. 700 dated the 14 February, 2017 of Human Resource Development Division on the captioned subject.

We have to advise that in consideration of your application and recommendation of Human Resource Development Division the authority has sanctioned 15 (Fifteen) days leave (outside Bangladesh) with full pay from 24-04-2017 or 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/-

(Tauhidul Islam)

Assistant General Manager

Phone: +8802-9551121

Copy forwarded for kind information & necessary action to:-

- Director, Hazrat Shahjalal (Rh.) International Airport, Dhaka.
- Deputy General Manager, Information Technology Division-2, 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, Human Resource Development Division, Sonali Bank Limited, Head Office, Dhaka.
- Immigration Officer, Hazrat Shahjalal (Rh.) International Airport, Dhaka/Benapole, Jessore/Burimari, Lalmonirhat/All Land Ports, Bangladesh.

4801(2)

Assistant General Manager
Tauhidul Islam
Assistant General Manager
Personnel Management Division
Sonali Bank Limited
Head Office, Dhaka