



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION

OFFICER MANAGEMENT DEPARTMENT

(SECTION-2)

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Deputy General Manager

Phone: +8802-9564515

NO.HO/HRMD/OMD/SEC-2/(PF-15774)/

MD FARUQUE HASAN (C-37882)

(Passport No-BL 0534751)

Senior Principal Officer

Information Technology Division

(Infrastructure IT)

Sonali Bank Limited

Head Office, Dhaka

Bangladesh.

ইনফরমেশন টেকনোলজি ডিভিশন (বিভাগের অফিস)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ: ০২/০৪/২০১৯
একিডম-১/২/৩, এসপিও/সি, প্রোগ্রামার/সি, ইঞ্জি (অফিস)

১. উপস্থাপন করুন
২. আলাপ করুন
৩. প্রস্তুত জন্মাব দিন
৪. পৰিষ্কার করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬.দিনের মধ্যে সম্মত করুন

স্বাক্ষরিত জেনারেল ম্যানেজার

Dated : 08 APRIL, 2019

Subject : Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit in Malaysia, Singapore, Thailand, Vietnam & India.

Dear Sir,

Reference may please be made to the letter No. 129 dated the 05 February, 2019 of Information Technology Division (Infrastructure IT), Sonali Bank Limited, Head Office, Dhaka on the captioned subject.

We have to advise that in consideration of your application and recommendation of Information Technology Division (Infrastructure IT), Sonali Bank Limited, Head Office, Dhaka the authority has sanctioned 15 days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit in Malaysia, Singapore, Thailand, Vietnam & 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:-

- Deputy General Manager, Information Technology Division (Infrastructure IT), Sonali Bank Limited, Head Office, Dhaka with a request to send us the related joining report of the above officer specifying the date of leave availed.
- 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.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.

Assistant General Manager

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