



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

+8802-9564515 DGM, 9551121 AGM.

NO.HRMD/OMD/SEC-1/4318

Dated : 09 April, 2019

Mr. Manoj Kumar Saha (G-29058)
Senior Principal Officer (Manager)
Sonali Bank Limited
Court Building Branch
Faridpur, Bangladesh.

ইনকরমেশন টেকনোলজি ডিভিশন(বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ: ০৯/০৪/১৯
ক্রম: ১/১/১৯
১. উপস্থাপন করুন
২. আলোচন করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রকৌশলী পদক্ষেপ দিন
৬.দিনের মধ্যে সম্পাদন করুন
ডেপুটি জেনারেল ম্যানেজার

Ms. Farhana, Eng (IT)

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. 601 dated 20 March, 2019 of Sonali Bank Limited, General Manager's Office, Faridpur 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 11 April, 2019 or 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 Ms. Irfana Akter Popi (C-44752), Principal Officer, Court Building Branch, Faridpur will take over the charges of the branch with maintaining test key 2nd part Apparatus & Mr. Md. Mahmood Hossain Talukder, Officer, Court Building Branch, Faridpur will maintain test key Apparatus 1st part of the branch 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, Faridpur.
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, Faridpur, with a request to send us the related joining report of the above officer specifying the date of leave availed.
04. The Manager, Sonali Bank Limited, Court Building Branch, Faridpur.
05. Ms. Irfana Akter Popi (C-44752), Principal Officer, Sonali Bank Limited, Court Building Branch, Faridpur.
06. Mr. Md. Mahmood Hossain Talukder, Officer, Sonali Bank Limited, Court Building Branch, Faridpur.
07. 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.