



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION
OFFICER MANAGEMENT DEPARTMENT

(SECTION-2)

Head Office, Dhaka-1000, Bangladesh.
Phone: +8802-9550426-34
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Deputy General Manager
Phone: +8802-9564515

NO.HO/HRMD/OMD/SEC-2/(PF-14961)/

GOLAM AHSAN KABIR SHUBHA (C-38049)

(Passport No-BN 0831973)

Principal Officer

Sonali Bank Limited

Principal Office

Dhaka-East, Dhaka

Bangladesh.

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| ইনফরমেশন টেকনোলজি ডিভিশন (বিজনেস আইটি) |
| সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা। |
| তারিখ: ০৪/৪/১৯ তার ২০১৯ |
| এজেন্ডা-১/২/৩, এসএমও/সি, ইঞ্জি (আইটি) |
| ১. উপস্থাপন করণ |
| ২. আলাপ করণ |
| ৩. প্রস্তুত জবাব দিন |
| ৪. মতামত করণ |
| ৫. প্রয়োজনীয় পত্র/স্বাক্ষর দিন |
| ৬.দিনের মধ্যে সম্পাদনা করণ |
| ডেপুটি ম্যানেজার |

Dated : 08 APRIL, 2019

Mr Faruk, Eng (IT)

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

Dear Sir,

Reference may please be made to the letter No. 1366 dated the 24 March, 2019 of General Manager's Office, Dhaka-2, Dhaka 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 15 days leave (outside Bangladesh) with full pay 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/-

(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 letter in the Bank's website.
- Deputy General Manager, Sonali Bank Limited, Principal Office, Dhaka-East, 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
Sonali Bank Limited
Head Office, Dhaka.