



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION

OFFICER MANAGEMENT DEPARTMENT

(SECTION-2)

Head Office, Dhaka-1000, Bangladesh.

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Deputy General Manager

Phone: 8802-9564515

NO.HO/HRMD/OMD/SEC-2/(PF-19849)/

SHIRIN SULTANA (C-44131)

(Passport No-BX 0716524)

Principal Officer

Sonal Bank Limited

Principal Office, Patuakhali

Bangladesh.

সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
 তারিখ: ২৪/৪/১৯
 প্রক্রিয়া-১/২/৩, প্রোগ্রামিং, কোয়ালিটি, ইটিসি (সিটি)

১. উপস্থাপন করুন
 ২. আলাপ করুন
 ৩. দ্রুত জবাব দিন
 ৪. নথিভুক্ত করুন
 ৫. প্রয়োজনীয় পদক্ষেপ নিন
 ৬.দিনের মধ্যে সম্পাদন করুন

ডেপুটি জেনারেল ম্যানেজার

Dated : 08 APRIL, 2019

Mr. Pantho, 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.713 dated the 18 February, 2019 of General Manager's Office, Barishal on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Barishal 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:-

- Deputy General Manager(Incharge),Sonal Bank Limited, General Manager's Office, Barishal.
- 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, Patuakhali 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
Sonal Bank Limited
Head Office, Dhaka.