



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.PMD/HRMD/SEC-2/(PF-18470)/

UMMA HABIBA (C-41468)

(Passport No-BM 0660939)

Principal Officer

Sonali Bank Limited

Local Office, Dhaka

Bangladesh.

<p>সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা। তারিখ: ২৪/০৪/২০১৯</p> <p>এসি.এম-১/৩, এনপিও/সি. প্রোগ্রামার/সি. ইঞ্জিনিয়ার (আইটি)</p> <p>১. উপস্থাপন করুন ২. আদ্যাপ করুন ৩. দ্রুত জবাব দিন ৪. নথিভুক্ত করুন ৫. প্রয়োজনীয় পত্রক্ষেপ নিন ৬.দিনের মধ্যে সম্পাদন করুন</p> <p>ডেপুটি জেনারেল ম্যানেজার</p>	<p>Phone: +8802-9564515</p> <p>Dated : 24 APRIL, 2019</p> <p>Mr Partho, Eng (IT)</p>
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Subject : Sanction of 10 (Ten) days leave (Outside Bangladesh) with full pay to visit in Switzerland.

Dear Sir,

Reference may please be made to the letter No. 199 dated the 03 February, 2019 of Sonali Bank Limited, Local Office, Dhaka on the captioned subject.

We have to advise that in consideration of your application and recommendation Sonali Bank Limited, Local Office, Dhaka the authority has sanctioned 10 days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit in Switzerland 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, Local 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, Bangladesh.

Assistant General Manager

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