



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

সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা-১০০০
তারিখ: 24/04/2019
নম্বর: HRMD/OMD/SEC-2/(PF-14829)/
এজিএম-১/২/৬, এপিও/সি, সোহাগাবাগ, সি, ইটিসি (অফিস)
১. উপস্থাপন করুন
২. জালাপ করুন
৩. প্রকৃত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬.দিনের মধ্যে সম্পাদন করুন
ডেপুটি জেনারেল ম্যানেজার

Dated : 24 APRIL, 2019

NO.HRMD/OMD/SEC-2/(PF-14829)/

MOHAMMAD AMEINUL ISLAM (C-38321)

(Passport No-BQ 0527662)

Principal Officer(JC General)

Sonal Bank Limited

Jhikatola Branch, Dhaka

Bangladesh.

Mr Partho, Eng (IT)

Subject : Sanction of 25 (Twenty Five) days leave (Outside Bangladesh) with full pay to visit in India.

Dear Sir,

Reference may please be made to the letter No. 1617dated the 08 April, 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 25 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. As per their proposal Mst. Tania (C-40469), Senior Officer, Jhikatola Branch, Dhaka will hold the charge of Joint Custodian (General) temporarily on leave of Mr. Mohammad Ameinul Islam.
- 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 West, Dhaka.
- Manager, Sonali Bank Limited, Jhikatola Branch, 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.
- Mst. Tania (C-40469), Senior Officer, Sonali Bank Limited, Jhikatola Branch, Dhaka.

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(Signature)

Assistant General Manager

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