



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION

OFFICER MANAGEMENT DIVISION(SECTION-4)

Head Office, Motijheel

Dhaka-1000, Bangladesh

Phone: 88-02-9551121

Website : www.sonalibank.com.bd

E-mail : sbl.hrmd4@sonalibank.com.bd

No. HRMD/SEC-4/PF- 21356/5169

Date : 29/04/2019

MD FERDOUS ALI

Officer(IT)

Index No : G - 34762

Passport No : BX 0265271

Sonali Bank Limited

Ulipur Branch

Kurigram.

ইনফরমেশন টেকনোলজি ডিভিশন(বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: ০৪/৪/১৯
নম্বর: ১৯
এসিএন-১/২/৩, এসপিওসি, প্রোগ্রামার/সি. ইঞ্জিনিয়ার (আইটি)
১. উপস্থাপন করণ
২. আলোচন করণ
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করণ
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬.দিনের মধ্যে সম্পাদন করণ
ডেপুটি জেনারেল ম্যানেজার

Md Partho, Eng (IT)

Subject: Sanction of 15(Fifteen) days leave(Outside Bangladesh) with full pay from the date of availment to go to India in religious purpose.

Dear Sir,

Reference letter no. 2134 dated the 18th March, 2019 of Sonali Bank Limited, General Manager's Office, Rangpur on the captioned subject .

We advise that in consideration of your application and recommendation of concerned General Manager's Office, the authority has sanctioned 15(Fifteen) days leave(Outside Bangladesh) with full pay from the date of availment to go to India in religious purpose under the following terms and conditions :

1. You have to bear the expenses of this proposed visit. There will be no financial involvement of Sonali Bank Limited /Government of people's Republic of Bangladesh.
2. It will be treated as "Leave outside Bangladesh".
3. **Staying abroad over the sanctioned leave will not be allowed at all.**
4. **This sanction letter will remain valid for 03 (Three) months from the date of issuance.**

Yours Faithfully

Sd /-

(Md. Jahangir Hossain)
Assistant General Manager

Copy forwarded for kind information and necessary action :

1. General Manager, Sonali Bank Limited, General Manager's Office, Rangpur.
2. Deputy General Manager, Information Technology Division(Business IT), Sonali Bank Limited, Head Office, Dhaka.
3. Assistant General Manager(In Charge), Sonali Bank Limited, Principal Office, Kurigram.
4. Manager, Sonali Bank Limited, Ulipur Branch, Kurigram.
5. Immigration Officer, Hazrat Shahjalal(Rh.) International Airport, Dhaka, Bangladesh.
6. Immigration Officer, All Other International airports / Land ports, Bangladesh.
7. Personal File / Master Copy .

Assistant General Manager

Md. Jahangir Hossain
Assistant General Manager (A-2116)
Human Resource Management Division
(Section-3&4)
Sonali Bank Limited
Head Office, Dhaka.