



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

**HUMAN RESOURCE MANAGEMENT DIVISION
OFFICER MANAGEMENT DEPARTMENT**

(SECTION-2)

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Deputy General Manager
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NO.HO/HRMD/OMD/SEC-2/(PF-14971)/

MD PARIZ UDDIN (C-37839)
(Passport No-OC 2118448)
Principal Officer
Control & Monitoring Division
Sonali Bank Limited
Head Office
Dhaka, Bangladesh.

সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা। তারিখ: ০৩/০৪/১৯ ক্রমিক নং: ১২২ ১. উপস্থাপন করুন ২. অনুমোদন করুন ৩. প্রকৃত জবাব দিন ৪. নথিভুক্ত করুন ৫. অন্তিম পর্যালোচনা দিন ৬.দিনের মধ্যে সম্পাদন করুন
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Dated : 29 APRIL, 2019

Mr Partho, Engr (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. 134 dated the 02 April, 2019 of Control & Monitoring Division, Sonali Bank Limited, Head Office, Dhaka on the captioned subject.

We have to advise that in consideration of your application and recommendation of Control & Monitoring Division, Sonali Bank Limited, Head Office, 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:-

- Deputy General Manager, Control & Monitoring Division, Sonali Bank Limited, Head Office, Dhaka with a request to send us the related joining report of the above officer specifying the date of leave availed.
- 4989 (2) 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.
- 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.