



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-23658)/

SHAKIL AKHTER CHOWDHURY (G-20553)

(Passport No-OC 4120212)

Principal Officer

Sonali Bank Limited

Local Office, Dhaka

Bangladesh.

১. উপস্থাপন করুন
২. পর্যালোচনা করুন
৩. প্রাপ্ত অবসর দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ দিন
৬.দিনের মধ্যে সম্পাদন করুন

Dated : 29 APRIL, 2019

Mr Partho Eng (IT)

Subject : Sanction of 25 (Twenty Five) days leave (Outside Bangladesh) with full pay to visit in Turkey & K.S.A.

Dear Sir,

Reference may please be made to the letter No. 602 dated the 18 April, 2019 of Local Office, Dhaka on the captioned subject.

We have to advise that in consideration of your application and recommendation of Local Office, Dhaka the authority has sanctioned 25 days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit in Turkey & K.S.A 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 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