



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

Human Resource Management Division(Sec-3)
Head Office, Motijheel C/A.
Dhaka-1000. Bangladesh.
Phone : 88-02-9551121
E-Mail:sbl.hrmd3@sonalibank.com.bd

No.HRMD/SEC-3/PF/SO-21743/5036

Dated : 29 April, 2019

SHARMIN ZAMAN (C-45005)
Passport No. BM-0384363
Senior Officer
Establishment & Engineering Division
Sonal Bank Limited
Head Office, Dhaka,
Bangladesh.

ইনফরমেশন সেন্টার/সি ডিভিশন(বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ: ৩০/৪/১৯
এফিডেন্স-১/২/৩, প্রোগ্রামার/সি, ইটি (সিইটি)
১. উপস্থাপন করুন
২. আলাপ করুন
৩. দ্রুত জবাব দিন
৪. মধিবৃত্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ দিন
৬.দিনের মধ্যে সম্পাদন করুন
ডেপুটি জেনারেল ম্যানেজার

M. Fartho, Eng (IT)

Subject : Sanction of 11 (Eleven) days leave (Outside Bangladesh) with full pay to visit India.

Dear Madam

We have the pleasure to advise that in consideration of your application and recommendation of Establishment & Engineering Division, Sonali Bank Limited, Head Office, Dhaka the authority has sanctioned 11(Eleven) days leave (Outside Bangladesh) with full pay from the date of availment with a permission to visit India under the following terms and conditions:

- (1) You will have to bear all expenses of the proposed visit.
- (2) There will be no financial involvement of Sonali Bank Limited / Government of Bangladesh.
- (3) Staying abroad over the sanctioned leave will not be allowed.
- (4) This sanction letter is valid for 03 (Three) months from the date of issue.

Yours faithfully

Sd/-

(Md. Jahangir Hossain)
Assistant General Manager.

Copy forwarded for kind information & necessary action:

01. Chief Engineer, Establishment & Engineering Division, Sonali Bank Limited, Head Office, Dhaka. They are requested to send her joining report after availment of leave.
- ✓ 02. 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.
03. Immigration Officer, All International Airports/Landports of Bangladesh.
04. Master Copy/Personal File/Office Copy.

Assistant General Manager

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