



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office

Motijheel

Dhaka, Bangladesh.

Human Resource Management Division

Officer Management Department(Section-1)

e-mail : dgmhrmd@sonalibank.com.bd

☎ : +8802-9564515 DGM, 9551121 AGM.

NO.HRMD/OMD/SEC-1/5204

Dated : 29 April, 2019

Mr. Swapan Kumar Saha (G-26793)

Senior Principal Officer

Sonali Bank Limited

Principal Office

Jashore, Bangladesh.

Dear Sir,

Subject : **Sanction of 15 days outside Bangladesh leave with full pay to visit India.**

ইনফরমেশন সেক্টর/সিআইডি/ডিভিশন(বিজনেস আইটি)
 সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
 তারিখ: ২৭/০৪/১৯ নম্বর: ১৯০১০
 অফিস-১/২/৩, এনপিও/সি, মোতাজুল, ইটা (আইটি)
 ১. উপস্থাপন করণ
 ২. আশাপ করণ
 ৩. দ্রুত জবাব দিন
 ৪. নথিত্ব করণ
 ৫. প্রয়োজনীয় পদক্ষেপ দিন
 ৬.দিনের মধ্যে সম্পাদন করণ
 ডেপুটি জেনারেল ম্যানেজার

Mr Partho, Eng (IT)

Reference may please be made to the letter no. 1059 dated 10 March, 2019 of Sonali Bank Limited, General Manager's Office, Khulna on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, the authority has sanctioned 15 days outside Bangladesh leave including transit period and government/weekly holidays from the date of availing with a permission to visit India under the following terms & conditions:

Conditions :

1. You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited & Government of Bangladesh.
2. The Period of traveling will be adjusted from earned leave.
3. Over stay in abroad will not be allowed.
4. This sanction letter will remain valid for 03 (three) months from the date of issue.

Yours Faithfully,

Sd/-

(Md. Nurullah Khan)

Assistant General Manager

Copy forward for kind information & necessary action to:

01. The General Manager, Sonali Bank Limited, General Manager's Office, Khulna.
02. The 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.
03. The Deputy General Manager, Sonali Bank Limited, Principal Office, Jashore, with a request to send us the related joining report of the above officer specifying the date of leave availed.
04. Immigration Officer, All Airports/All Landports, Bangladesh.

Assistant General Manager

Md. Nurullah Khan

Assistant General Manager

Human Resources Mgt. Division

Sonali Bank Limited

Head Office, Dhaka