



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-17992)/

SUMAN KUMAR SHEEL (C-42007)

(Passport No-BQ 0249854)

Principal Officer(Manager)

Sonali Bank Limited

Morelgonj Branch

Bagerhat, Bangladesh.

সোনালী ব্যাংক লিমিটেড (বিঃদ্রঃ) এর
 প্রধান কার্যালয়, ঢাকা-১০০০
 ক. টিকিট নং: ১৭৭০ নং: ১৯০৯২
 প্রাপ্তি: ১/৪/১৯, ১৯/৪/১৯, ১৯/৪/১৯, ১৯/৪/১৯
 ১. উপস্থাপন করুন
 ২. আদ্যোগ করুন
 ৩. মুক্ত অবধি দিন
 ৪. নথিভুক্ত করুন
 ৫. প্রয়োজনীয় পদক্ষেপ নিন
 ৬.দিনের মধ্যে সম্পাদন করুন
 ডেপুটি জেনারেল ম্যানেজার

Dated : 29 APRIL, 2019

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. 1413 dated the 03 April, 2019 of General Manager's Office, Khulna on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Khulna 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:-

- General Manager, Sonali Bank Limited, General Manager's Office, Khulna. As per their proposal Mr.Md. Rashel Ahmed Shaikh (C-43318), Senior Officer, Morelgonj Branch, Bagerhat will hold the charge of Manager temporarily on leave of Mr. Suman Kumar Sheel.
- 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.
- Assistant General Manager, Sonali Bank Limited, Regional Office, Bagerhat with a request to send us the related joining report of the above officer specifying the date of leave availed.
- Manager, Sonali Bank Limited, Morelgonj Branch, Bagerhat.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.
- Mr.Md. Rashel Ahmed Shaikh (C-43318), Senior Officer, Sonali Bank Limited, Morelgonj Branch, Bagerhat.

Assistant General Manager

Md. Nurullah Khan
 Assistant General Manager
 Human Resources Mgt. Division
 Sonali Bank Limited
 Head Office, Dhaka.