



**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-15538)/

**MD ASRAFUL ISLAM (C-37976)**

(Passport No-BL 0746717)

Principal Officer(Manager)

Sonali Bank Limited

Bagatipara Branch

Natore, Bangladesh.

সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।  
তারিখ: 29/04/2019  
একক: ১/২/৩, কলিও/সি. প্রোগ্রামার/সি. ইঞ্জি (আইটি)

১. উপস্থাপন করুন  
২. আদ্যাপ করুন  
৩. দ্রুত জবাব দিন  
৪. নথিভুক্ত করুন  
৫. প্রয়োজনীয় পদক্ষেপ দিন  
৬. ....দিনের মধ্যে সম্পাদন করুন

ডেপুটি জেনারেল ম্যানেজার

Dated : 29 APRIL, 2019

Mr Partha, Eng (IT)

**Subject : Sanction of 20 (Twenty) days leave (Outside Bangladesh) with full pay to visit in India.**

Dear Sir,

Reference may please be made to the letter No. 1470 dated the 04 April, 2019 of General Manager's Office, Rajshahi on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Rajshahi the authority has sanctioned 20 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, Rajshahi. As per their proposal Mr. Md. Mustafizur Rahman (C-41447), Principal Officer, Bagatipara Branch, Natore will hold the charge of Manager temporarily on leave of Mr. Md Asraful Islam.
- 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.
- Deputy General Manager, Sonali Bank Limited, Principal Office, Natore with a request to send us the related joining report of the above officer specifying the date of leave availed.
- Manager, Sonali Bank Limited, Bagatipara Branch, Natore.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.
- Mr.Md. Mustafizur Rahman (C-41447), Principal Officer, Sonali Bank Limited, Bagatipara Branch, Natore.

**Assistant General Manager**

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