



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION

OFFICER MANAGEMENT DEPARTMENT

(SECTION-2)

Head Office, Dhaka-1000, Bangladesh.

Phone: +8802-9550426-34

Fax: +88-02-9561409

E-mail: dgmhrmd@sonalibank.com.bd

Deputy General Manager

Phone: +8802-9564515

NO.HO/HRMD/OMD/SEC-2/(PF-13363)/

ASHUTOSH DAS (C-37099)

(Passport No-BT 0395747)

Principal Officer(Manager)

Sonali Bank Limited

Kaligonj Branch

Satkhira, Bangladesh.

ইমপ্লিমেন্টেশন ডেপার্টমেন্ট (বিজ্ঞান বিভাগ) সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা। তারিখ: ২৭/৪/১৯ নম্বর: ২১৩২৪ প্রতিবেদন-১/৩/১৯, হেপিসি/সি, সোমবার/সি, ইলিঃ (আইটি) ১. উপস্থাপন করুন ২. আলাপ করুন ৩. দ্রুত জবাব দিন ৪. নথিভুক্ত করুন ৫. প্রয়োজনীয় পদক্ষেপ নিন ৬. ....দিনের মধ্যে সম্পাদন করুন ডেপুটি জেনারেল ম্যানেজার	M. Fartho, Eng (IT)
--	---------------------

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. 1201 dated the 20 March, 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.Harashit Kumar Goarder (C-43679), Senior Officer (Cash), Kaligonj Branch, Satkhira will hold the charge of Manager temporarily on leave of Mr. Ashutosh Das.
- 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, Satkhira with a request to send us the related joining report of the above officer specifying the date of leave availed.
- Manager, Sonali Bank Limited, Kaligonj Branch, Satkhira.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.
- Mr.Harashit Kumar Goarder (C-43679), Senior Officer (Cash), Sonali Bank Limited, Kaligonj Branch, Satkhira.

Assistant General Manager

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