



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION

OFFICER MANAGEMENT DEPT. (SECTION- 4)

Head Office, Motijheel

Dhaka-1000, Bangladesh

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No. HRMD/SEC-4/PF- 20629/5564

Date : 09/05/2019

MD MAHMUD UL ALAM

Officer

Index No : G - 33082

Passport No : BY 0707294

Sonali Bank Limited

Chapainawabganj Branch

Chapainawabganj.

ইনফরমেশন টেকনোলজি ডিভিশন(বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ: 09/05/2019
একিডে-২/৩, এমপিও/সি. প্রোগ্রামার/সি. ইঞ্জি (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

2131

Mr Partho, Eng (IT)

Subject: Sanction of 15(Fifteen) days leave(Outside Bangladesh) with full pay from the date of availment to visit the holy places and perform ritual in India.

Dear Sir,

Reference letter no. 1637 dated the 15th April, 2019 of Sonali Bank Limited, General Manager's Office, Rajshahi on the captioned subject .

We advise that in consideration of your application and recommendation of concerned General Manager's Office, the authority has sanctioned 15(Fifteen) days leave(Outside Bangladesh) with full pay from the date of availment to visit the holy places and perform ritual in India under the following terms and conditions :

1. You have to bear the expenses of this proposed visit. There will be no financial involvement of Sonali Bank Limited /Government of people's Republic of Bangladesh.
2. It will be treated as "Leave outside Bangladesh".
3. **Staying abroad over the sanctioned leave will not be allowed at all.**
4. **This sanction letter will remain valid for 03 (Three) months from the date of issuance.**

Yours Faithfully

Sd /-

(Md. Jahangir Hossain)
Assistant General Manager

Copy forwarded for kind information and necessary action :

1. General Manager, Sonali Bank Limited, General Manager's Office, Rajshahi.
2. Deputy General Manager, Information Technology Division(Business IT), Sonali Bank Limited, Head Office, Dhaka.
3. Assistant General Manager, Sonali Bank Limited, Regional Office, Chapainawabganj.
4. Manager, Sonali Bank Limited, Chapainawabganj Branch, Chapainawabganj.
5. Immigration Officer, Hazrat Shahjalal(Rh.) International Airport, Dhaka, Bangladesh.
6. Immigration Officer, All Other International airports / Land ports, Bangladesh.
7. Personal File / Master Copy .

Assistant General Manager

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