



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office

Motijheel

Dhaka, Bangladesh.

Human Resource Management Division

Officer Management Department(Section-1)

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NO.HRMD/OMD/SEC-1/5646

Mr. Sushanta Kumar Chakraborty (G-34947)
Senior Principal Officer
Sonali Bank Limited
Dinajpur Corporate Branch
Dinajpur, Bangladesh.

Dated : 12 May, 2019

কর্তৃপক্ষের টেকনোলজি ডিভিশন/বিভাগের অফিসি
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ: ১২/৫/১৯ নং: ২২৬২
এমিএম-১/২/৫, এমপিও/সি, মোহাম্মাদুল হক (আইটি)

১. উপস্থাপন করুন
২. আলোচন করুন
৩. প্রত্যুত্তর দিন
৪. নথিভুক্ত করুন
৫. আরোজনীয় পদক্ষেপ নিন
৬.দিনের মধ্যে সম্পাদন করুন

ডেপুটি জেনারেল ম্যানেজার

My Partho, Eng (IT)

Dear Sir,

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

Reference may please be made to the letter no. 2136 dated 13 March, 2019 of Sonali Bank Limited, General Manager's Office, Rangpur 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, Rangpur.
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, Dinajpur.
04. The Assistant General Manager (Incumbent), Sonali Bank Limited, Dinajpur Corporate Branch, Dinajpur, with a request to send us the related joining report of the above officer specifying the date of leave availed.
05. 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.