



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-19903)/

MIR REDWANUR RASHID (C-43961)

(Passport No-BY 0851883)

Principal Officer

Legal Matters Division

Sonali Bank Limited

Head Office

Dhaka, Bangladesh.

ইনফরমেশন টেকনোলজি ডিভিশন (বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, ঢাকা
তারিখ: 25/05/2019
এজিএম-১/২/৩, এসপি/সি, প্রোগ্রামার/সি, ইঞ্জি (আইটি)
১. উপস্থাপন করণ
২. আলাপ করণ
৩. দ্রুত জবাব দিন
৪. মতিভুক্ত করণ
৫. প্রয়োজনীয় পরামর্শ দিন
৬.মিলের মধ্যে কাম্পানি করণ
ডেপুটি জেনারেল ম্যানেজার

Dated : 16 MAY, 2019

Mr Parulho, Eng (IT)

Subject : Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit in Thailand.

Dear Sir,

Reference may please be made to the letter No. 668 dated the 29 April, 2019 of Legal Matters Division, Sonali Bank Limited, Head Office, Dhaka on the captioned subject.

We have to advise that in consideration of your application and recommendation of Legal Matters Division, Sonali Bank Limited, Head Office, Dhaka the authority has sanctioned 15 days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit in Thailand 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:-

- Deputy General Manager, Legal Matters Division, Sonali Bank Limited, Head Office, Dhaka with a request to send us the related joining report of the above officer specifying the date of leave availed.
- 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.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.

Assistant General Manager

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