



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-1/5836

Mr. Kazi Abdul Mannan (G-36184)
Senior Principal Officer
Audit & Inspection Division-1
(Corporate Branch & Controlling Offices)
Sonali Bank Limited
Head Office
Dhaka, Bangladesh.

ইনকম্পেন্সন টেকনোলজি ডিভিশন(বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ: 19/05/2019
ক্রমিক-1/2/3, কম্পিওসি, প্রোগ্রামারসি, ইঞ্জিঃ (আইটি)

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

ডেপুটি জেনারেল ম্যানেজার

Dated : 19 May, 2019

2262

Mr. Partha, Engrol(IT)

Dear Sir,

Subject : **Sanction of 20 days outside Bangladesh leave with full pay to visit India.**

Reference may please be made to the letter no. 297 dated 29 April, 2019 of Audit & Inspection Division-1 (Corporate Branch & Controlling Offices), Sonali Bank Limited, Head Office, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and divisional recommendation, the authority has sanctioned 20 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 Deputy General Manager, Audit & Inspection Division-1 (Corporate Branch & Controlling Offices), 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.
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. 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.