



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/SEC-2/(PF-18428)/

FARHANA SULTANA (C-41740)

(Passport No-BT 0333967)

Principal Officer

Sonali Bank Limited

Green Road Branch

Dhaka, Bangladesh.

ইনকম্পেন্সন টেকনোলজি ডিভিশন(বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ: 27/05/2019 2260
একিডম-1/2/3, কলিগ/সি. প্রোগ্রামার/সি. ইঞ্জি (আইটি)
১. উপস্থাপন করুন
২. জালাপ করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ দিন
৬.দিনের মধ্যে সম্পাদন করুন
ডেপুটি জেনারেল ম্যানেজার

Dated : 19 MAY, 2019

Subject : Permission to visit Malaysia for 17 (Seventeen) days.

Dear Sir,

Reference may please be made to the letter No.1982 dated the 07 May, 2019 of Sonali Bank Limited, General Manager's Office, Dhaka-2, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and recommendation of Sonali Bank Limited, General Manager's Office, Dhaka-2, Dhaka the authority has allowed you to visit Malaysia for 17 days (during Maternity leave from 16 January, 2019 to 15 July, 2019) including transit period 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.
- Staying abroad over the sanctioned leave is strictly prohibited.

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, Dhaka-2, Dhaka.
- 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, Dhaka West, Dhaka.
- Assistant General Manager, Sonali Bank Limited, Green Road Branch, Dhaka with a request to send us the related joining report of the above officer specifying the date of leave availed.
- 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.