



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
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NO.HO/HRMD/OMD/SEC-2/(PF-18119)/

MOHAMMAD SHAMSUZZAMAN (C-41478)

(Passport No-OC 7145014)

Principal Officer

Reconciliation Division

Sonali Bank Limited

Head Office, Dhaka

Bangladesh.

ইনকম্পেন্সন টেকনোলজি ডিভিশন (বিস্তারিত অফিস)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ: 28/5/2019 22:58
এফি.নং: ১/২/৩, এসপিও/সি, প্রোগ্রামার/সি, ইঞ্জি (অফিস)
১. উপস্থাপন করুন
২. আলোচন করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬.দিনের মধ্যে সম্পাদন করুন
ডেপুটি জেনারেল ম্যানেজার

Dated : 19 MAY, 2019

Mr Fartho, Eng (IT)

Subject : Sanction of 10 (Ten) days leave (Outside Bangladesh) with full pay to visit in Thailand.

Dear Sir,

Reference may please be made to the letter No.563 dated the 02 May, 2019 of Reconciliation Division, Sonali Bank Limited, Head Office, Dhaka on the captioned subject.

We have to advise that in consideration of your application and recommendation of Reconciliation Division, Sonali Bank Limited, Head Office, Dhaka the authority has sanctioned 10 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, Reconciliation 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-2, 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.

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Assistant General Manager

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