



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION
OFFICER MANAGEMENT DEPT. (SECTION- 4)

Head Office, Motijheel
Dhaka-1000, Bangladesh
Phone: 88-02-9551121
Website : www.sonalibank.com.bd
E-mail : sbl.hrmd4@sonalibank.com.bd

No. HRMD/SEC-4/PF- 23510/5692

Date : 20/05/2019

MD ZIA UDDIN KHA

Officer(IT)

Index No : G - 34577

Passport No : EA 0076157

Sonali Bank Limited

Natore Station Bazar Branch

Natore.

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| ইনফরমেশন টেকনোলজি ডিভিশন(বিজনেস আইটি) |
| সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা। |
| তারিখ: 22/05/19 সময়: 22:00 |
| একিডম-1/2/3, এনটিও/সি. প্রোগ্রামার/সি. ইঞ্জি (আইটি) |
| 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 |

Mr Partho, Eng (IT)

Subject: Sanction of 15(Fifteen) days leave(Outside Bangladesh) with full pay from the date of availment to visit the holy and spectacular places in India.

Dear Sir,

Reference letter no. 1366 dated the 31st March, 2019 of Sonali Bank Limited, General Manager's Office, Rajshahi on the captioned subject .

We advise that in consideration of your application and recommendation of concerned General Manager's Office, the authority has sanctioned 15(Fifteen) days leave(Outside Bangladesh) with full pay from the date of availment to visit the holy and spectacular places in India under the following terms and conditions :

1. You have to bear the expenses of this proposed visit. There will be no financial involvement of Sonali Bank Limited /Government of people's Republic of Bangladesh.
2. It will be treated as "Leave outside Bangladesh".
3. **Staying abroad over the sanctioned leave will not be allowed at all.**
4. **This sanction letter will remain valid for 03 (Three) months from the date of issuance.**

Yours Faithfully

Sd /-

(Md. Jahangir Hossain)
Assistant General Manager

Copy forwarded for kind information and necessary action :

1. General Manager, Sonali Bank Limited, General Manager's Office, Rajshahi.
2. Deputy General Manager, Information Technology Division(Business IT), Sonali Bank Limited, Head Office, Dhaka.
3. Deputy General Manager, Sonali Bank Limited, Principal Office, Natore.
4. Manager, Sonali Bank Limited, Natore Station Bazar Branch, Natore.
5. Immigration Officer, Hazrat Shahjalal(Rh.) International Airport, Dhaka, Bangladesh.
6. Immigration Officer, All Other International airports / Land ports, Bangladesh.
7. Personal File / Master Copy .

Assistant General Manager

Md. Jahangir Hossain
Assistant General Manager (A-2116)
Human Resource Management Division
(Section-3&4)
Sonali Bank Limited
Head Office Dhaka