



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-14785)/

MUHAMMAD MANIRUZZAMAN (C-37801)

(Passport No-EB 0249436)

Principal Officer(JC General)

Sonali Bank Limited

Goran Branch

Dhaka, Bangladesh.

ইনফরমেশন টেকনোলজি ডিভিশন
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ: 23/05/2019
একিএম-1/2/3, এসপিওসি, সেকেন্ডারি/সি, ইঞ্জি (আইটি)
১. উপস্থাপন করণ
২. আলাপ করণ
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করণ
৫. প্রয়োজনীয় পদক্ষেপ দিন
৬. ....দিনের মধ্যে সম্পাদন করণ
ডেপুটি জেনারেল ম্যানেজার

Dated : 23 MAY, 2019

M r Partho. Eng (IT)

Subject : Sanction of 26 (Twenty six) days leave (Outside Bangladesh) with full pay to visit in India.

Dear Sir,

Reference may please be made to the letter No.1976 dated the 07 May, 2019 of General Manager's Office, Dhaka-2, Dhaka on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Dhaka-2, Dhaka the authority has sanctioned 26 days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit in India 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:-**

- General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-2, Dhaka. As per their proposal Begum Shammee Akter (C-39626), Senior Officer (Cash), Goran Branch, Dhaka will hold the charge of Joint Custodian (General) temporarily on leave of Mr. Muhammad Maniruzzaman.
- 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 East, Dhaka.
- Manager, Sonali Bank Limited, Goran 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.
- Begum Shammee Akter (C-39626), Senior Officer (Cash), Sonali Bank Limited, Goran Branch, Dhaka.

Assistant General Manager

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