



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION  
OFFICER MANAGEMENT DEPARTMENT  
(SECTION-2)

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Deputy General Manager  
Phone: +8802-9564515

NO.HO/HRMD/OMD/SEC-2/(PF-13456)/

Dated : 26 MAY, 2019

**MOHAMMED DELWAR HOSSAIN (C-36914)**

(Passport No-BX 0473437)

Principal Officer(Manager)

Sonali Bank Limited

Maijdee Bazar Branch

Noakhali, Bangladesh.

**Subject : Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit in India.**

Dear Sir,

Reference may please be made to the letter No.1451 dated the 11 April, 2019 of General Manager's Office, Cumilla on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Cumilla the authority has sanctioned 15 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:-**

01. General Manager, Sonali Bank Limited, General Manager's Office, Cumilla. As per their proposal Begum Gita Majumdar(C-18598), Principal Officer, Maijdee Bazar Branch, Noakhali will hold the charge of Manager temporarily on leave of Mr. Mohammed Delwar Hossain.
- 60502 02. 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. Deputy General Manager, Sonali Bank Limited, Principal Office, Noakhali with a request to send us the related joining report of the above officer specifying the date of leave availed.
04. Manager, Sonali Bank Limited, Maijdee Bazar Branch, Noakhali.
05. Immigration Officer, All Airports/All Land Ports, Bangladesh.
06. Begum Gita Majumdar (C-18598), Principal Officer, Sonali Bank Limited, Maijdee Bazar Branch, Noakhali.

Assistant General Manager

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

ইনফরমেশন টেকনোলজি ডিভিশন(বিজনেস আইটি) সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা। তারিখ: ২৬.৫.১৯ নম্বর: ২৬৯৬ এজিএম-১/২/০, এমপিও/সি, মেজাদেবাজার, ইন্ডাস (আইটি)
১. উপস্থাপন করুন ২. আলাপ করুন ৩. দ্রুত জবাব দিন ৪. নথিভুক্ত করুন ৫. প্রয়োজনীয় পদক্ষেপ নিন ৬. ....দিনের মধ্যে সম্পন্ন করুন
ডেপুটি জেনারেল ম্যানেজার

Mr Fartho, Eng (IT)