



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

**HUMAN RESOURCE MANAGEMENT DIVISION
OFFICER MANAGEMENT DEPARTMENT**

(SECTION-2)

Head Office, Dhaka-1000, Bangladesh.

Phone: +8802-9550426-34

Fax: +88-02-9561409

E-mail: dgmhrmd@sonalibank.com.bd

Deputy General Manager

Phone: +8802-9564515

NO.HO/HRMD/OMD/SEC-2/(PF-18985)/

HASAN ALI MAHAMUD (C-43502)

(Passport No-BL 0239310)

Principal Officer

Audit & Inspection Division-2

(Other Than Corporate Branches)

Sonal Bank Limited

Head Office, Dhaka

Bangladesh.

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| <p>ইনস্পেকশন ডেপার্টমেন্ট (বিজনেস আইটি) সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা। তারিখ: ২৭.৫.১৯, নম্বর: ২৬৭৪ এডিএম-১/২/৩, এমপিও/সি, প্রোগ্রামার/সি, ইঞ্জি (আইটি)</p> <p>১. উপস্থাপন করণ ২. আলোচন করণ ৩. দ্রুত জবাব দিন ৪. নথিভুক্ত করণ ৫. প্রয়োজনীয় পদক্ষেপ নিম ৬.দিনের মধ্যে সম্পাদন করণ</p> <p>ডেপুটি জেনারেল ম্যানেজার</p> |
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Dated : 26 MAY, 2019

Mr Fartha, Eng (IT)

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.356 dated the 02 April, 2019 of Audit & Inspection Division-2 (Other Than Corporate Branches), Sonali Bank Limited, Head Office, Dhaka on the captioned subject.

We have to advise that in consideration of your application and recommendation of Audit & Inspection Division-2 (Other Than Corporate Branches), Sonali Bank Limited, Head Office, Dhaka 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:-

- Deputy General Manager, Audit & Inspection Division-2 (Other Than Corporate Branches), 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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(Signature)

Assistant General Manager

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