



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-23647)/

PARITOSH KUMAR KUNDU (G-27039)

(Passport No-BR 0370564)

Principal Officer

Sonali Bank Limited

Rajbari Branch

Raibari, Bangladesh.

ইনফরমেশন টেকনোলজি ডিভিশন(বিজনেস ইটি)  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা

তারিখ: 26.5.2019 নম্বর: 2690

এজিগ্রম-১/১/৩, এসপিও/সি, গেসআইস/সি, ইটিসি (আইসি)

১. উপস্থাপন করুন  
২. আলাপ করুন  
৩. দ্রুত জবাব দিন  
৪. নথিভুক্ত করুন  
৫. প্রয়োজনীয় পদক্ষেপ দিন  
৬. ....দিনের মধ্যে সম্পাদন করুন

ডেপুটি সেনারেল ম্যানেজার

Dated : 26 MAY, 2019

Mr Paritosh, 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.936 dated the 25 April, 2019 of General Manager's Office, Faridpur on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Faridpur 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:-**

- General Manager, Sonali Bank Limited, General Manager's Office, Faridpur.
- 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.
- Assistant General Manager, Sonali Bank Limited, Regional Office, Rajbari.
- Manager, Sonali Bank Limited, Rajbari Branch, Rajbari 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.

**Assistant General Manager**

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