



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office

Motijheel

Dhaka, Bangladesh.

Human Resource Management Division  
Officer Management Department(Section-1)

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☎ : +8802-9564515 DGM, 9551121 AGM.

ইমপ্লিমেন্টেশন ডেস্ক সোনালী ব্যাংক লিমিটেড (বিজনেস আইটি)  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।  
তারিখ: 27/5/19, নম্বর: 26.9.5  
এজিও-১/১/৩, এমপিও/সি, প্রোগ্রামার/সি, ইঞ্জি (আইটি)  
১. উপস্থাপন করুন  
২. আলোচ্য করুন  
৩. দ্রুত জবাব দিন  
৪. নথিভুক্ত করুন  
৫. প্রয়োজনীয় পদক্ষেপ দিন  
৬. ....নিদের দায়িত্ব সম্পাদনা করুন  
ডেপুটি সেকেন্ডারি ম্যানেজার

NO.HRMD/OMD/SEC-1/6141

Dated : 27 May, 2019

Mr. Hari Chandra Dus (C-37664)  
Senior Principal Officer (Manager)  
Sonali Bank Limited  
Pulhat Branch  
Dinajpur, Bangladesh.

Mr. Reanthe, Eng (IT)

Dear Sir,

**Subject: Sanction of 15 days outside Bangladesh leave with full pay to visit India.**

Reference may please be made to the letter no. 2700 dated 07 April, 2019 of Sonali Bank Limited, General Manager's Office, Rangpur on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, the authority has sanctioned 15 days outside Bangladesh leave including transit period and government/weekly holidays from the date of availing with a permission to visit India under the following terms & conditions:

**Conditions :**

1. You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited & Government of Bangladesh.
2. The Period of traveling will be adjusted from earned leave.
3. Over stay in abroad will not be allowed.
4. This sanction letter will remain valid for 03 (three) months from the date of issue.
5. During your sanctioned leave period Mr. Md. Aurongzeb (G-23894), Principal Officer, Pulhat Branch, Dinajpur will take over the charges of the branch temporarily.

Yours Faithfully,

Sd/-

(Md. Nurullah Khan)

Assistant General Manager

**Copy forward for kind information & necessary action to:**

01. The General Manager, Sonali Bank Limited, General Manager's Office, Rangpur.
02. The 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. The Deputy General Manager, Sonali Bank Limited, Principal Office, Dinajpur, 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, Pulhat Branch, Dinajpur.
05. Mr. Md. Aurongzeb (G-23894), Principal Officer, Sonali Bank Limited, Pulhat Branch, Dinajpur. You will take over the charges of the branch during the sanctioned leave period of Mr. Hari Chandra Dus.
06. Immigration Officer, All Airports/ All Landports, Bangladesh.

Assistant General Manager

**Md. Nurullah Khan**

Assistant General Manager

Human Resources Mgt. Division

Sonali Bank Limited

Head Office, Dhaka.