

ইনফরমেশন টেকনোলজি ডিভিশন(বিজনেস আইটি)
 সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
 তারিখ: 29/05/2019 নম্বর: 2828
 একিএম-1/২/৩, এসপিও/সি, প্রোগ্রামার/সি, ইঞ্জি (আইটি)

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

ডেপুটি জেনারেল ম্যানেজার



Mr Partho Eng (T)
 Sonali Bank Limited
 Principal Office

Phone: 077162350

e-mail: natorero@sonalibank.com.bd

Ref.No.PO/Nat/Establishment/

Dated: 27/05/2019

MD. ABDUL GAFFAR (C-43282)
 Officer Cash (Joint Custodian Cash)

Sonali Bank Limited
 Naldanga Hat Branch
 Natore, Bangladesh.

Subject: Sanction of 15 (Fiteen) days Leave (Outside Bangladesh) with full pay to visit in India.

Dear Sir,

With the reference to the sanction letter no. HRMD/SEC-5/OUTSIDE/OC-11092/5136, Date. 29 April, 2019 of Human Resource Management Division, Sonali Bank Limited, HO, Dhaka on the captioned subject.

We have the pleasure to release you at the end of business today 27.05.2019 for 15 days leave (outside Bangladesh) with full pay from 28.05.2019 to 11.06.2019 or from the date of leave availment with a permission for visit India following terms & conditions:

conditions:

05. You will have to bear all expenses of the proposed visit.
06. There will be no financial involvement of Sonali Bank Limited/Govt. of Bangladesh.
07. Staying abroad over the sanctioned leave will not be allowed.
08. This sanction letter will be applicable (Outside Bangladesh) only to visit India.

You are therefore requested to join at this office specifying the date of leave availment after completion of visit accordingly.

Yours faithfully

Sd/-

(Md Nazrul Islam)

Assistant General Manager (incharge)

Copy forward for kind information & necessary action to:

- 01) The General Manager, Sonali Bank Limited, General Manager's office, Rajshahi.
- 02) The Deputy General Mmanager, Information Technology Division-2, Sonali Bank Limited, Head office, Dhaka.
- 03) The Deputy General Mmanager, Human Resource Management Division (sec-2), Sonali Bank Limited, Head office, Dhaka.
- 04) Immigration officer, Hazrat shajalal (Rh) International Airport, Dhaka.
- 05) Immigration Officer, all Land ports/ All other international Airports, Bangladesh.
- 06) Assistant General Manager/Manager, Sonali Bank Limited, Natore Br/ Naldanga Hat Br., Natore.
- 07) Ferdous Morshed Mukul (C-43282), Officer Cash, Naldanga Hat Branch, Natore.
- 08) Personal File/Master copy.

Assistant General Manager (incharge)