



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-13714)/

PRONAB KUMAR BAISHNAB (C-37455)

(Passport No-OC 6158303)

Principal Officer

Risk Management Division

Sonal Bank Limited

Head Office, Dhaka

Bangladesh.

ইনফরমেশন টেকনোলজি ডিভিশন(বিজনেস আইটি)  
 সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা  
 তারিখ: 29/05/2019  
 একিএম-১/২/৩, 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

Dated : 29 MAY, 2019

Mr Partho, 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.331 dated the 08 May, 2019 of Risk Management Division, Sonali Bank Limited, Head Office, Dhaka on the captioned subject.

We have to advise that in consideration of your application and recommendation of Risk Management Division, 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, Risk Management Division, 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.

Assistant General Manager

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

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