



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION
(SECTION-5)

Head Office, Motijheel C/A.,
Dhaka-1000. Bangladesh.
Phone : 88-02-9564515 (DGM)
& : 88-02-47115437 (AGM)
Fax : 88-02-9573765
Email : dgmhrmd@sonalibank.com.bd
pmdsblho@gmail.com
sbl.hrmd5@sonalibank.com.bd

No. HRMD/SEC-5/OUTSIDE/SOC-6898/6261

Dated: 29 May 2019

Mr. MD. SHAIJUDDIN (G-25670)
Senior Officer Cash (Joint Custodian Cash)
Sonali Bank Limited
Wage Earner's Corporate Branch,
Chattogram.

ইনফরমেশন টেকনোলজি ডিভিশন(বিজনেস আইটি) সোনালী ব্যাংক লিমিটেড প্রধান কার্যালয়, ঢাকা। তারিখ: 30/5/19, নম্বর: 2866 ক্রমিক-1/2/3, কমান্ড/সি. প্রোগ্রামার/সি. ইঞ্জিনিয়ার (আইটি) ১. উপস্থাপন করান ২. আলাপ করুন ৩. প্রাপ্ত জবাব দিন ৪. নথিভুক্ত করুন ৫. প্রয়োজনীয় পদক্ষেপ দিন ৬.দিনের মধ্যে সম্পাদন করুন ডেপুটি সেনারেল ম্যানেজার
--

Mr Partho, Ling (IT)

Subject: Sanction of 30 (Thirty) days leave (Outside Bangladesh) with full pay to Visit India for medical treatment.

Dear Sir,

Reference may please be made to the letter No. 1894 dated the 15 May, 2019 of Sonali Bank Limited, General Manager's Office, Chattogram on the captioned subject.

It may kindly be advised that in consideration of your application and recommendation of General Manager's Office, Chattogram, the authority has sanctioned 30 (Thirty) days full pay leave (Outside Bangladesh) including transit period and government weekly holidays from the date of 16.06.2019 to 15.07.2019 or from the date of availment with a permission to visit India for medical treatment under the following terms & conditions:

Conditions:

- 1) You have to bear all expenses of the proposed visit. There will be no financial involvement of Sonali Bank Limited / Govt. of Bangladesh.
- 2) This sanctioned leave will be treated as 'Leave outside Bangladesh'.
- 3) Over staying is strictly prohibited.
- 4) This sanction letter is valid for 03 (Three) months from the date of issue.

Yours faithfully,
Sd/-

(Md. Jahangir Hossain)
Assistant General Manager

Copy forwarded for kind information & necessary action:

01. General Manager, Sonali Bank Limited, General Manager's Office, Chattogram.
02. Deputy General Manager, Information Technology Division- Business IT, Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the leave (outside Bangladesh) sanction letter in the Bank's website.
03. Deputy General Manager, Sonali Bank Limited, Wage Earner's Corporate Branch, Chattogram. **Please send the joining report of the related officer specifying the date of leave availment. As per your recommendation and consequent upon approval of the authority Suman Shil (C-39037), Officer Cash, Wage Earner's Corporate Branch, Chattogram will hold the charge of Joint Custodian Cash temporarily during the leave of Md. Shaifuddin (G-25670).**
04. Mr. Suman Shil (C-39037), Officer Cash, Wage Earner's Corporate Branch, Chattogram.
05. Immigration Officer, All Airport, All Land port, Bangladesh
06. Personal File.

Assistant General Manager

Md. Jahangir Hossain
Assistant General Manager (A-2116)
Human Resource Management Division
(Section-3&4)
Sonali Bank Limited
Head Office, Dhaka.