



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-18227)/

SHAHEDUZZAMAN BHUIYAN (C-41785)

(Passport No-BW 0351818)

Principal Officer

Sonali Bank Limited

Local Office, Dhaka

Bangladesh.

ইচ্ছামেশন টেকনোলজি ডিভিশন (বিজনেস অফিস)
সোনালী ব্যাংক লিমিটেড প্রধান কার্যালয়, ঢাকা।
তারিখ: 30/5/19 সময়: 2:20
এফিএম-১/১৩, এস/পিও/সি, মেমোরান্ডাম, ইমেইল (অফিস)
১. উপস্থাপন করুন
২. আলোচন করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬. ....দিনের মধ্যে সমাপন করুন
ডেপুটি প্রোগ্রামার ম্যানুজার

Dated : 30 MAY, 2019

Mr Partho, Eng (IT)

Subject : Sanction of 30 (Thirty) days leave (Outside Bangladesh) with full pay to visit in India.

Dear Sir,

Reference may please be made to the letter No.874 dated the 23 May, 2019 of Sonali Bank Limited, Local Office, Dhaka on the captioned subject.

We have to advise that in consideration of your application and recommendation of Sonali Bank Limited, Local Office, Dhaka the authority has sanctioned 30 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, Local 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

মোঃ নূর উল্লাহ খান  
এসি-জেনারেল ম্যানেজার  
ইউজিআই ডিভিশন ম্যানেজমেন্ট ডিভিশন  
সোনালী ব্যাংক লিমিটেড  
প্রধান কার্যালয়, ঢাকা।