



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION

OFFICER MANAGEMENT DEPT. (SECTION- 4)

Head Office, Motijheel

Dhaka-1000, Bangladesh

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No. HRMD/SEC-4/PF- 23451/6378

Date : 03/06/2019

KUSHAL CHANDRA DAS

Officer

Index No : G - 32125

Passport No : OC 7125229

Sonali Bank Limited

Bhedarganj Branch

Shariatpur.

ইনফরমেশন টেকনোলজি ডিভিশন(বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ: 03/06/2019
ক্রমিক- ১৯/৩/এসপিও/বি. হেড (আইটি) ২৪৭৭

১. উপস্থাপন করুন
২. আলোচন করুন
৩. প্রস্তুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ দিন
৬.দিনের মধ্যে সম্পাদন করুন

তেপুটি জেনারেল ম্যানেজার

Subject: Sanction of 15(Fifteen) days leave(Outside Bangladesh) with full pay from the date of availment to visit the holy places in India.

Dear Sir,

Reference letter no. 725 dated the 28th March, 2019 of Sonali Bank Limited, General Manager's Office, Faridpur on the captioned subject .

We advise that in consideration of your application and recommendation of concerned General Manager's Office, the authority has sanctioned 15(Fifteen) days leave(Outside Bangladesh) with full pay from the date of availment to visit the holy places in India under the following terms and conditions :

1. You have to bear the expenses of this proposed visit. There will be no financial involvement of Sonali Bank Limited /Government of people's Republic of Bangladesh.
2. It will be treated as "Leave outside Bangladesh".
3. **Staying abroad over the sanctioned leave will not be allowed at all.**
4. **This sanction letter will remain valid for 03 (Three) months from the date of issuance.**

Yours Faithfully

Sd/-

(Md. Jahangir Hossain)
Assistant General Manager

Copy forwarded for kind information and necessary action :

1. General Manager, Sonali Bank Limited, General Manager's Office, Faridpur.
2. Deputy General Manager, Information Technology Division(Business IT), Sonali Bank Limited, Head Office, Dhaka.
3. Deputy General Manager, Sonali Bank Limited, Principal Office, Madaripur.
4. Manager, Sonali Bank Limited, Bhedarganj Branch, Shariatpur.
5. Immigration Officer, Hazrat Shahjalal(Rh.) International Airport, Dhaka, Bangladesh.
6. Immigration Officer, All Other International airports / Land ports, Bangladesh.
7. Personal File / Master Copy .

Assistant General Manager

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