



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office

Motijheel

Dhaka, Bangladesh.

Human Resource Management Division

Officer Management Department(Section-1)

e-mail : dgmhrmd@sonalibank.com.bd

02-9564515 DGM, 9551121 AGM.

NO.HRMD/OMD/SEC-1/6411

Mr. Puspajit Majumder (G-36376)

Senior Principal Officer (Manager)

Sonali Bank Limited

Ghagor Branch

Gopalgonj, Bangladesh.

Dear Sir,

Subject: Sanction of 30 days outside Bangladesh leave with full pay to visit India.

Reference may please be made to the letter no. 1034 dated 15 May, 2019 of Sonali Bank Limited, General Manager's Office, Faridpur on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, the authority has sanctioned 30 days outside Bangladesh leave including transit period and government/weekly holidays from the date of availing with a permission to visit India under the following terms & conditions:

Conditions :

1. You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited & Government of Bangladesh.
2. The Period of traveling will be adjusted from earned leave.
3. Over stay in abroad will not be allowed.
4. This sanction letter will remain valid for 03 (three) months from the date of issue.
5. During your sanctioned leave period Mr. Chayan Kanti Biswas, Senior Officer, Ghagor Branch, Gopalgonj will take over the charges of the branch temporarily.

Yours Faithfully,

Sd/-

(Md. Nurullah Khan)

Assistant General Manager

Copy forward for kind information & necessary action to:

01. The General Manager, Sonali Bank Limited, General Manager's Office, Faridpur.
02. The Deputy General Manager, Information Technology Division (Business IT), Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the letter in the Bank's website.
03. The Assistant General Manager, Sonali Bank Limited, Regional Office, Gopalgonj, with a request to send us the related joining report of the above officer specifying the date of leave availed.
04. Manager, Sonali Bank Limited, Ghagor Branch, Gopalgonj.
05. Mr. Chayan Kanti Biswas, Senior Officer, Sonali Bank Limited, Ghagor Branch, Gopalgonj. You will take over the charges of the branch during the sanctioned leave period of Mr. Puspajit Majumder..
06. Immigration Officer, All Airports/ All Landports, Bangladesh.

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