



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

**HUMAN RESOURCE MANAGEMENT DIVISION
OFFICER MANAGEMENT DEPARTMENT
(SECTION-2)**

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Deputy General Manager
Phone: +8802-9564515

NO.HO/HRMD/OMD/SEC-2/(PF-18347)/

Dated : 10 JUNE, 2019

MD MOJIB MADANY TANIM CHOWDHURY (C-43287)

(Passport No-EA 0426288)

Principal Officer

Sonali Bank Limited

General Manager's Office, Rajshahi

Bangladesh.

Subject : Sanction of 20 (Twenty) days leave (Outside Bangladesh) with full pay to visit in India.

Dear Sir,

Reference may please be made to the letter No. 2077 dated the 09 May, 2019 of General Manager's Office, Rajshahi on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Rajshahi the authority has sanctioned 20 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, General Manager's Office, Rajshahi 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 (Business IT), 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.

ইনস্পেকশন টেকনিক্যাল ডিভিশন(বিজনেস আইটি)	২৫৬০
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।	
তারিখ: ১০/০৬/১৯	নং: ২৫৬০
এসিএম-১/২/১৯, একবিওপি, জেলালাহাবদি, ইন্টাঃ (সেইটি)	
১. উপস্থাপন করণ	
২. আলাপ করণ	
৩. দ্রুত জবাব দিন	
৪. নথিভুক্ত করণ	
৫. প্রয়োজনীয় পদক্ষেপ দিন	
৬.দিনের মধ্যে সম্পাদন করণ	
স্বাক্ষরিত জেলালাহাবদি ম্যানেজার	