



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

Human Resource Management Division(Sec-3)
Head Office, Motijheel C/A.
Dhaka-1000. Bangladesh.
Phone : 88-02-9551121
E-Mail:sbl.hrmd3@sonalibank.com.bd

No.HRMD/SEC-3/PF/SO-17071/6295

Dated : 10 June, 2019

MUNMUN NAHAR(C-40340)
Passport No. BL-0537368
Senior Officer
Sonali Bank Limited
Uttara Model Town Branch, Dhaka,
Bangladesh.

ইনফরমেশন টেকনোলজি ডিভিশন(বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ: ১০ জুন ২০১৯ নম্বর: ২০১৯
এফইউ-১/২/৩, এসপিও/সি, সেক্স/সি, ইও: (আইটি)
১. উপস্থাপন করুন
২. আদ্যাপ করেন
৩. প্রাপ্ত জন্মের দিন
৪. নাথিল্ডক করেন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬.দিনের বাহ্যে গন্তব্যস্থল করুন
ডেপুটি জেনারেল ম্যানেজার

Mr Farhatting (IT)

Subject : Sanction of 08 (Eight) days leave (Outside Bangladesh) with full pay to visit Thailand.

Dear Madam,

We have the pleasure to advise that in consideration of your application and recommendation of Sonali Bank Limited, General Manager's Office, Dhaka-2, Dhaka the authority has sanctioned 08 (Eight) days leave (Outside Bangladesh) with full pay from the date of availment with a permission to visit Thailand under the following terms and conditions:

- (1) You will have to bear all expenses of the proposed visit.
- (2) There will be no financial involvement of Sonali Bank Limited / Government of Bangladesh.
- (3) Staying abroad over the sanctioned leave will not be allowed.
- (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, Dhaka-2, Dhaka.
- ✓ 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, Principal Office, Mirpur, Dhaka.
04. Assistant General Manager, Sonali Bank Limited, Uttara Model Town Branch, Dhaka. They are requested to send her joining report after availment of leave.
05. Immigration Officer, All International Airports/Landports of Bangladesh.
06. Master Copy/Personal File/Office Copy.

Assistant General Manager

Md. Jahangir Hossain
Assistant General Manager (A-2118)
Human Resource Management Division
(Section-3&4)
Sonali Bank Limited
Head Office, Dhaka.