



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION

OFFICER MANAGEMENT DEPT. (SECTION- 4)

Head Office, Motijheel

Dhaka-1000, Bangladesh

Phone: 88-02-9551121

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E-mail : sbl.hrmd4@sonalibank.com.bd

No. HRMD/SEC – 4/ PF - 20841/6778

Date : 18/06/2019

PRODIP KUMAR BHATTA CHARJEE

Officer

Index No : G - 32183

Passport No : **BM 0560699**

Sonali Bank Limited

Fulbari Branch

Kurigram.

ইনসুরেন্স টেকনোলজি ডিভিশন(বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড (পাশ কাঁঠায়, ঢাকা)
তারিখ: 22/06/2019
নম্বর: 2929
এজেন্সি: ১/২/৩, ৪/৫/৬/৭, ৮/৯/১০/১১, ইত্যাদি (আইটি)
১. উপস্থাপন করুন
২. আলোপ করুন
৩. প্রাপ্ত জন্মদিবস
৪. নথিভুক্ত করুন
৫. অস্বাভাবিক পরিস্থিতি নিবন
৬.দিবসের মধ্যে সম্পাদন করুন
ডেপুটি জেনারেল ম্যানেজার

Mr Fartho, Eng (IT)

Subject: Sanction of 30(Thirty) days leave(Outside Bangladesh) with full pay from the date of availment to accompany your spouse for better treatment in India.

Dear Sir,

Reference letter no. 3349 dated the 13th May, 2019 of Sonali Bank Limited, General Manager's Office, Rangpur on the captioned subject .

We advise that in consideration of your application and recommendation of concerned General Manager's Office, the authority has sanctioned 30(Thirty) days leave(Outside Bangladesh) with full pay from the date of availment to accompany your spouse for better treatment 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, Rangpur.
2. Deputy General Manager, Information Technology Division(Business IT), Sonali Bank Limited, Head Office, Dhaka.
3. Assistant General Manager(In Charge), Sonali Bank Limited, Principal Office, Kurigram.
4. Manager, Sonali Bank Limited, Fulbari Branch, Kurigram.
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-2115)
Human Resource Management Division
(Section-3&4)
Sonali Bank Limited
Head Office, Dhaka