



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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No. HRMD/SEC – 4/ PF - 22451/6779

Date : 18/06/2019

MD ASLAM UDDIN

Officer

Index No : G - 31798

Passport No : BR 0364949

Sonal Bank Limited

Setabganj Branch

Dinajpur.

ইনফরমেশন টেকনোলজি ডিভিশন(বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড প্রধান কার্যালয়, ঢাকা।
তারিখ: ১৮/০৬/১৯
ক্র.নং-১৮/৩, এমপিওসি, প্রোগ্রামারসি, ইঞ্জি (আইটি)

১. উপস্থাপন করুন
২. আলাপ করুন
৩. ছুটি জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পত্রাদান দিন
৬.,বিয়ের মধ্যে সম্পাদন করুন

২৯১৫

Mr Fartho, Eng (IT)

প্রোগ্রামারসি ম্যানেজার

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

Dear Sir,

Reference letter no. 3350 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 son 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. Deputy General Manager, Sonali Bank Limited, Principal Office, Dinajpur.
4. Manager, Sonali Bank Limited, Setabganj Branch, Dinajpur.
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