



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION

OFFICER MANAGEMENT DEPARTMENT

(SECTION-2)

Head Office, Dhaka-1000, Bangladesh.

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Deputy General Manager

Phone: +8802-9564515

NO.HO/HRMD/OMD/SEC-2/(PF-19882)/

MUNSHI MD SHOHIDUZZAMAN (C-43939)

(Passport No-BR 0504505)

Principal Officer

Sonali Bank Limited

Local Office, Dhaka

Bangladesh.

সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।  
 তারিখ: 20/6/19, নম্বর: 9980  
 এজিও-১/২/৩, এপিও/সি, প্রোগ্রামার/সি, ইঞ্জি (আইটি)

১. উপস্থাপনা করুন  
 ২. আলোচনা করুন  
 ৩. দ্রুত ছুটি দিন  
 ৪. নথিভুক্ত করুন  
 ৫. প্রয়োজনীয় পদক্ষেপ দিন  
 ৬. .... নিম্নের মধ্যে সম্পাদনা করুন

ডেপুটি মেনেজার ম্যানুজার

Dated : 20 JUNE, 2019

Mr Fartho. Eng (IT)

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

Dear Sir,

Reference may please be made to the letter No.965 dated the 17 June, 2019 of Sonali Bank Limited, Local Office, Dhaka on the captioned subject.

We have to advise that in consideration of your application and recommendation of Sonali Bank Limited, Local Office, Dhaka the authority has sanctioned 20 days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit in Singapore 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, Local Office, Dhaka 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-2, 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.