



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-13664)/

Dated : 20 JUNE, 2019

MOST FARZANA ARJU (C-37113)

(Passport No-EB 0309326)
Principal Officer
Sonali Bank Limited
Railway Building Branch
Chattogram, Bangladesh.

Subject : Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit in Singapore & Thailand.

Dear Sir,

Reference may please be made to the letter No. 2157 dated the 27 May, 2019 of Sonali Bank Limited, General Manager's Office, Chattogram on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Chattogram the authority has sanctioned 15 days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit in Singapore & Thailand 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, Chattogram.
- 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.
- Deputy General Manager, Sonali Bank Limited, Principal Office, Chattogram-South, Agrabad, Chattogram.
- Assistant General Manager, Sonali Bank Limited, Railway Building Branch, Chattogram with a request to send us the related joining report of the above officer specifying the date of leave availed.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.

Assistant General Manager

Ad. Nurullah Khan
Assistant General Manager
Human Resources Mgt. Division
Sonali Bank Limited
Head Office, Dhaka.

১. উপস্থাপন করেন
২. যাচাই করেন
৩. দৃষ্টি রাখেন
৪. সন্মত করেন
৫. প্রয়োজনীয় ব্যবস্থা নিন
৬.বিভাগে সতর্ক সংলগ্ন করেন

Mr Partha, Eng (IT)