



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office

Motijheel

Dhaka, Bangladesh.

Human Resource Management Division

Officer Management Department(Section-1)

e-mail : dgmhrmd@sonalibank.com.bd

১৪৪০২-৯৫৬৪১১৫ DGM, 9551121 AGM.

ইনকর্পোরেটেড কোম্পানী আইন ১৯৯২ (রিজিস্টার্ড আইটি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
আবিসংখ্যিক নং: ১৯৯২/১৩, ১৯৯২/১৩, ১৯৯২/১৩, ১৯৯২/১৩
এসি.এম.-১/১/৩, ১৯৯২/১৩, ১৯৯২/১৩, ১৯৯২/১৩
২৬-৬-২০

১. উপস্থাপন করণ
২. আলাপ করণ
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করণ
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬.দিনের মধ্যে সম্পাদনা করণ

Mr Partho, Engr ID

NO.HRMD/OMD/SEC-1/7088

Dated : 23 June, 2019

Mr. Shukanto Kumar Ghatak (C-37797)
Superintending Engineer
Sonali Bank Limited
Principal Office
Gaibandha, Bangladesh.

Dear Sir,

Subject: Sanction of 15 days outside Bangladesh leave with full pay to visit India.

Reference may please be made to the letter no. 3703 dated 27 May, 2019 of Sonali Bank Limited, General Manager's Office, Rangpur on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, the authority has sanctioned 15 days outside Bangladesh leave including transit period and government/weekly holidays from the date of availing with a permission to visit India under the following terms & conditions:

Conditions :

1. You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited & Government of Bangladesh.
2. The Period of traveling will be adjusted from earned leave.
3. Over stay in abroad will not be allowed.
4. This sanction letter will remain valid for 03 (three) months from the date of issue.
5. During your sanctioned leave period Mr. Mohammad Touhidul Islam, Senior Officer, Principal Office, Gaibandha will take over the charges of Engineering works of the office temporarily.

Yours Faithfully,

Sd/-

(Md. Nurullah Khan)

Assistant General Manager

Copy forward for kind information & necessary action to:

01. The General Manager, Sonali Bank Limited, General Manager's Office, Rangpur.
- ✓ 02. The 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.
03. The Deputy General Manager, Sonali Bank Limited, Principal Office, Gaibandha, with a request to send us the related joining report of the above officer specifying the date of leave availed.
04. Mr. Mohammad Touhidul Islam, Senior Officer, Sonali Bank Limited, Principal Office, Gaibandha. You will take over the charges of Engineering works of the office during the sanctioned leave period of Mr. Shukanto Kumar Ghatak.
05. Immigration Officer, All Airports/ All Landports, Bangladesh.

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