



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION
OFFICER MANAGEMENT DIVISION(SECTION-4)

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No. HRMD / SEC-4 / PF-16410 /6929

Date : 23/06/2019

DEBASISH KUMAR PANDIT

Officer

Index No : C - 41398

Passport No : BW 0190344

Information Technology Division(Business IT)

Sonali Bank Limited

Head Office

Dhaka.

<p>ইনফরমেশন টেকনোলজি ডিভিশন(বিজনেস আইটি) সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা। তারিখ: 23/06/19 মস্বর: 26/19 এজিএম-১/২/৩, প্রসি/৪/সি, প্রোগ্রামার/সি, ইঞ্জি: (আইটি)</p> <p>১. উপস্থাপন করুন ২. অলাপ করুন ৩. দ্রুত জবাব দিন ৪. নথিভুক্ত করুন ৫. প্রয়োজনীয় পদক্ষেপ নিন ৬.দিনের মধ্যে সম্পাদন করুন</p> <p>ডেপুটি ডিমান্ডেব ম্যানেজার</p>	<p>Mr. Partho, Eng (IT)</p>
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Subject: Sanction of 15(Fifteen) days leave(Outside Bangladesh) with full pay from the date of availment to visit the spectacular places in India.

Dear Sir,

Reference letter no. 478 dated the 27th May, 2019 of Information Technology Division(Business IT) , Sonali Bank Limited, Head Office, Dhaka on the captioned subject.

We advise that in consideration of your application and recommendation of concerned division, the authority has sanctioned 15(Fifteen) days leave(Outside Bangladesh) with full pay from the date of availment to visit the spectacular places in India under the following terms and conditions :

1. You have to bear all expenses of the 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. Deputy General Manager, Information Technology Division(Business IT), Sonali Bank Limited, Head Office, Dhaka.
2. Immigration Officer, Hazrat Shahjalal (Rh.) International Airport, Dhaka, Bangladesh.
3. Immigration Officer, All Other International Airports / Land ports, Bangladesh.
4. Personal File / Master Copy .

Assistant General Manager

Md. Jahangir Hossain
Assistant General Manager (A-2116)
Human Resource Management Division
(Section-4)
Sonali Bank Limited
Head Office, Dhaka.