



সোনালী ব্যাংক লিমিটেড  
SONALI BANK LIMITED

Human Resource Management Division(Sec-3)  
Head Office, Motijheel C/A.  
Dhaka-1000. Bangladesh.  
Phone : 88-02-9551121  
E-Mail:sbl.hrmd3@sonalibank.com.bd

No.HRMD/SEC-3/PF/SO-16493/6955

Dated : 23 June, 2019

A K M JOBAIDUL ISLAM (C-40445)  
Passport No. BQ-0295692  
Senior Officer  
Central Accounts Division (Payment)  
Sonal Bank Limited  
Head Office, Dhaka,  
Bangladesh.

ইন্টারন্যাশনাল টেকনোলজি ডিভিশন(বিজনেস আইটি)  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।  
তারিখ: 28/6/2019 নম্বর: 2506  
ও.ক.এম-1/2/3, এনপিও/সি. প্রোগ্রামার/সি. ইঞ্জিনিয়ার (আইটি)  
১. উপস্থাপন করুন  
২. জালাপ করুন  
৩. দ্রুত জবাব দিন  
৪. নথিভুক্ত করুন  
৫. প্রয়োজনীয় পদক্ষেপ দিন  
৬. ....দিনের মধ্যে সম্পাদন করুন  
ডেপুটি অসিস্ট্যান্ট ম্যানেজার

Mr Partho, Eng (IT)

**Subject : Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit India.**

Dear Sir,

We have the pleasure to advise that in consideration of your application and recommendation of Central Accounts Division (Payment), Sonali Bank Limited, Head Office, Dhaka the authority has sanctioned 15 (Fifteen) days leave (Outside Bangladesh) with full pay from the date of availment with a permission to visit India under the following terms and conditions:

- (1) You will have to bear all expenses of the proposed visit.
- (2) There will be no financial involvement of Sonali Bank Limited / Government of Bangladesh.
- (3) Staying abroad over the sanctioned leave will not be allowed.
- (4) This sanction letter is valid for 03 (Three) months from the date of issue.

Yours faithfully

Sd/-

(Md. Jahangir Hossain)

Assistant General Manager.

Copy forwarded for kind information & necessary action:

01. Deputy General Manager, Information Technology Division (Business IT), Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the leave (Outside Bangladesh) sanction letter in the Bank's Website.
02. Assistant General Manager (In-Charge), Central Accounts Division (Payment), Sonali Bank Limited, Head Office, Dhaka. They are requested to send his joining report after availment of leave.
03. Immigration Officer, All International Airports/Landports of Bangladesh.
04. Master Copy/Personal File/Office 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.