



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office

Motijheel

Dhaka, Bangladesh.

Human Resource Management Division

Officer Management Department(Sec-1)

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NO. HRMD/OMD/SEC-1/7651

Dated : 03 July, 2019

Mr. Anup Kumar Das (G-33768)
Assistant General Manager
Presently on leave (outside Bangladesh)
Sonali Bank Limited
Bangabandhu Avenue Corporate Branch
Dhaka, Bangladesh.

সোনালী ব্যাংক লিমিটেড (সিআইসি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ: ০৩/০৭/১৯ নম্বর: ৬০৬৮
প্রতিঃ ১/২/৩, প্রধান/সিনিয়র, সিনিয়র/সিনিয়র, ইত্যাদি (সিআইসি)

১. উপস্থাপন করুন
২. অনুমতি করুন
৩. দ্রুত প্রত্যাবর্তন দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পরামর্শ দিন
৬.দিনের মধ্যে সম্মত/অসম্মত করুন

ডেপুটি সিনিয়র ম্যানেজার

Mr Fartho, Eng (IT)

Dear Sir,

Subject : **Extension of time to stay in India for 01 (one) Month.**

Reference may please be made to the letter no. 883 dated 27 June, 2019 of Sonali Bank Limited, Bangabandhu Avenue Corporate Branch, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and recommendation of the branch, the authority has allowed you to stay in India for 01 (one) month i.e. upto 09 August, 2019 under the following terms & conditions:

Conditions :

01. You will have to bear all expenses during the period of your staying in India. There will be no financial involvement of Sonali Bank Limited & Government of Bangladesh.
02. You will not be allowed to stay abroad more than the approved period.
03. On return home you will have to apply for sanctioning the actual outside Bangladesh leave you availed through proper channel.

Yours Faithfully,

Sd/-

(Md. Nurullah Khan)

Assistant General Manager

Copy forward for kind information & necessary action to:

01. The General Manager, Sonali Bank Limited, Bangabandhu Avenue Corporate Branch, Dhaka, with a request to send us the related joining report of the above Executive specifying the date of leave availed.
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. 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.