



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION
(SECTION-5)

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No. HRMD/SEC-5/OUTSIDE/SOC-7900/7804

Dated: 04 July, 2019

Mr. MD. SALIM REZA (G-28441)
Senior Officer Cash
Sonali Bank Limited
Mymensingh Road Branch,
Tangail.

ইনফরমেশন টেকনোলজি ডিভিশন(বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ: ০৭/০৭/১৯ (৩২৪৭)
ওজিএম-১/২/৩, এনপি ওসি, প্রোগ্রামারসি, ইটিসি (আইটি)
১. উপস্থাপন করণ
২. আদায় করণ
৩. দ্রুত ডাবের দিন
৪. নথিভুক্ত করণ
৫. প্রয়োজনীয় পদক্ষেপ দিন
৬.দিনের মধ্যে সম্পাদনা করণ
ত্রুটি জেলায় ম্যানজার

Mr. Faruk, Eng (IT)

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

Dear Sir,

Reference may please be made to the letter No. 1497 dated the 13 June, 2019 of Sonali Bank Limited, General Manager's Office, Mymensingh on the captioned subject.

It may kindly be advised that in consideration of your application and recommendation of General Manager's Office, Mymensingh, the authority has sanctioned 15 (Fifteen) days full pay leave (Outside Bangladesh) including transit period and government weekly holidays from the date of availment with a permission to visit India under the following terms & conditions:

Conditions:

- 1) You have to bear all expenses of the proposed visit. There will be no financial involvement of Sonali Bank Limited / Govt. of Bangladesh.
- 2) This sanctioned leave will be treated as 'Leave outside Bangladesh'.
- 3) Over staying is strictly prohibited.
- 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. General Manager, Sonali Bank Limited, General Manager's Office, Mymensingh.
02. 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.
03. Deputy General Manager, Sonali Bank Limited, Principal Office, Tangail. **Please send the joining report of the related officer specifying the date of leave availment.**
04. Manager, Sonali Bank Limited, Mymensingh Road Branch, Tangail.
05. Immigration Officer, All Airport, All Land port, Bangladesh
06. Personal File.

Assistant General Manager
Md. Jahangir Hossain
Assistant General Manager (2-1119)
Human Resource Management Division
(Section-3&4)
Sonali Bank Limited
Head Office, Dhaka