



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

☎ : +8802-9564515 DGM, 9551121 AGM.

NO.HRMD/OMD/SEC-1/7763

Dated : 07 July, 2019

Mr. Pulak Ranjan Chakraborty (G-35955)

Senior Principal Officer

Sonali Bank Limited

Principal Office

Moulvibazar, Bangladesh.

Dear Sir,

ইনফরমেশন টেকনোলজি ডিভিশন/বিজনেস আইটি
সোনালী ব্যাংক লিমিটেড, মতিজheel, ঢাকা।
তারিখ: 07/07/2019
ক্রম: ১/৭৩, এমসি এমসি, সেসমসেসি, ইজি (আইটি)

১. উপস্থাপন করুন
২. আদ্যাপ করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬.দিনের মধ্যে সম্পাদন করুন

ডেপুটি জেনারেল ম্যানেজার

Mr Partho, Eng (IT)

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

Reference may please be made to the letter no. 1098 dated 06 May, 2019 of Sonali Bank Limited, General Manager's Office, Sylhet 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.

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, Sylhet.
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, Moulvibazar, with a request to send us the related joining report of the above officer specifying the date of leave availed.
04. 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.