



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office

Motijheel

Dhaka, Bangladesh.

Human Resource Management Division
Officer Management Department(Section-1)

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NO.HRMD/OMD/SEC-1/7761

Ms. Rahima Begum (G-28361)
Assistant General Manager
Risk Management Division
Sonali Bank Limited
Head Office
Dhaka, Bangladesh.

Dated : 07 July, 2019

ইনফরমেশন টেকনোলজি ডিভিশন(বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ: ০৭/০৭/১৯ নম্বর: ৩১৭৪
একিডে.১/২/১৯, ক্রমিক/নি. সেরাফর্ম/নি. ইটিআই (সিআইটি)

১. উপস্থাপন করান
২. আলোচন করুন
৩. দ্রুত তথ্য দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬.দিনের মধ্যে সম্পাদন করুন

ডেপুটি জেনারেল ম্যানেজার

Mr. Faruk Eng (IT)

Dear Sir,

Subject : **Sanction of 10 days outside Bangladesh leave with full pay to visit India.**

Reference may please be made to the letter no. 438 dated 24 June, 2019 of Risk Management Division, Sonali Bank Limited, Head Office, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and divisional recommendation, the authority has sanctioned 10 days outside Bangladesh leave including transit period and government/ weekly holidays from 09 July, 2019 or 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 Deputy General Manager, Risk Management Division, Sonali Bank Limited, Head Office, 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.

Md. Nurullah Khan

Assistant General Manager

Md. Nurullah Khan
Assistant General Manager
Human Resources Mgt. Division
Sonali Bank Limited
Head Office, Dhaka.