



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION

OFFICER MANAGEMENT DEPARTMENT

(SECTION-2)

Head Office, Dhaka-1000, Bangladesh.

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Deputy General Manager

Phone: +8802-9564515

সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা

তারিখ: ৮/৭/১৯

ক্রমিক-১/২/৩, ৪/৫/৬/৭/৮/৯/১০/১১/১২/১৩/১৪/১৫/১৬/১৭/১৮/১৯/২০

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

ডেপুটি জেনারেল ম্যানেজার

NO.HO/HRMD/OMD/SEC-2/(PF-13722)/

MOHAMMAD RUKON UDDIN (C-37274)

(Passport No BL 0870047)

Principal Officer(Manager)

Sonali Bank Limited

Barhatta Branch

Netrokona, Bangladesh.

Dated : 07 JULY, 2019

Mr Partho, Eng (TD)

Subject : Sanction of 10 (Ten) days leave (Outside Bangladesh) with full pay to visit in Thailand.

Dear Sir,

Reference may please be made to the letter No.1566 dated the 20 June, 2019 of General Manager's Office, Mymensingh on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Mymensingh the authority has sanctioned 10 days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit in Thailand under the following terms & conditions:-

- You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited/Government of Bangladesh.
- This sanctioned leave will be treated as Leave outside Bangladesh.
- Staying abroad over the sanctioned leave is strictly prohibited.
- This sanctioned letter will remain valid for 03(three) months from the date of issue.

Yours faithfully,

Sd/-

(Md. Nurullah Khan)

Assistant General Manager

Phone: +8802-9551121

Copy forwarded for kind information & necessary action to:-

- General Manager, Sonali Bank Limited, General Manager's Office, Mymensingh. As per their proposal Mr.Md. Shahadat Hossain (C-45899), Senior Officer, Barhatta Branch, Netrokona will hold the charge of Manager temporarily on leave of Mr. Mohammad Rukon Uddin.
- 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.
- Assistant General Manager, Sonali Bank Limited, Regional Office, Netrokona with a request to send us the related joining report of the above officer specifying the date of leave availed.
- Manager, Sonali Bank Limited, Barhatta Branch, Netrokona.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.
- Mr.Md. Shahadat Hossain (C-45899), Senior Officer, Sonali Bank Limited, Barhatta Branch, Netrokona.

Assistant General Manager

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