



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION
OFFICER MANAGEMENT DEPARTMENT

(SECTION-2)

Head Office, Dhaka-1000, Bangladesh.

Phone: +8802-9550426-34

Fax: +88-02-9561409

E-mail: dgmhrmd@sonalibank.com.bd

Deputy General Manager

+8802-9564515

NO.HO/HRMD/OMD/SEC-2/(PF-14261)/

ASHRAFUN BILKIS BANU (G-24703)

(Passport No BX 0439884)

Principal Officer

Sonali Bank Limited

Principal Office

Kushtia, Bangladesh.

ইনফরমেশন টেকনোলজি ডিভিশন (বিজনেস আই)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ: ০৭/০৭/১৯
এজিডার-১/২/৩, এলসিও/সি, প্রোগ্রামার/সি, ইন্ডা (সাইটি)

- উপস্থাপন করণ
- আলাপ করণ
- দ্রুত জবাব দিন
- মাথিভুক্ত করণ
- প্রয়োজনীয় পদক্ষেপ দিন
-দিনের মধ্যে সম্পাদন করণ

ডেপুটি সেকেন্ডারি ম্যানেজার

Dated : 07 JULY, 2019

Subject : Sanction of 21 (Twenty One) days leave (Outside Bangladesh) with full pay to visit in India.

Dear Sir,

Reference may please be made to the letter No. 1253 dated the 17 June, 2019 of General Manager's Office, Faridpur on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Faridpur the authority has sanctioned 21 days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit in India 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:-

- Deputy General Manager (Incharge), Sonali Bank Limited, General Manager's Office, Faridpur.
- 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.
- Deputy General Manager, Sonali Bank Limited, Principal Office, Kushtia with a request to send us the related joining report of the above officer specifying the date of leave availed.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.

Assistant General Manager

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