



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION
OFFICER MANAGEMENT DEPARTMENT

(SECTION-2)

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NO.HO/HRMD/OMD/SEC-2/(PF-17949)/

ELA RAHAMAN (C-41629)
(Passport No-BY 0776911)
Principal Officer
International Trade Finance Division
Sonal Bank Limited
Head Office, Dhaka
Bangladesh.

ইনস্পেকশন টেকনোলজি ডিভিশন(বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, শ্রীমঙ্গল কাপাটা, ঢাকা।
তারিখ: 28/7/19
নম্বর: ৩২৩১
একক: ১/২/৩/৪/৫/৬/৭/৮/৯/১০/১১/১২/১৩/১৪/১৫/১৬/১৭/১৮/১৯/২০/২১/২২/২৩/২৪/২৫/২৬/২৭/২৮/২৯/৩০/৩১/৩২/৩৩/৩৪/৩৫/৩৬/৩৭/৩৮/৩৯/৪০/৪১/৪২/৪৩/৪৪/৪৫/৪৬/৪৭/৪৮/৪৯/৫০/৫১/৫২/৫৩/৫৪/৫৫/৫৬/৫৭/৫৮/৫৯/৬০/৬১/৬২/৬৩/৬৪/৬৫/৬৬/৬৭/৬৮/৬৯/৭০/৭১/৭২/৭৩/৭৪/৭৫/৭৬/৭৭/৭৮/৭৯/৮০/৮১/৮২/৮৩/৮৪/৮৫/৮৬/৮৭/৮৮/৮৯/৯০/৯১/৯২/৯৩/৯৪/৯৫/৯৬/৯৭/৯৮/৯৯/১০০
১. উপস্থাপন করণ
২. আলোচন করণ
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করণ
৫. প্রয়োজনীয় পদক্ষেপ দিন
৬.দিনের মধ্যে সম্পাদন করণ
তেজপতি সোনালী ব্যাংক লিমিটেড

Dated : 11 JULY, 2019

Mr Partho, Eng (IT)

Subject : Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit in Thailand, Singapore & Malaysia.

Dear Sir,

Reference may please be made to the letter No.1330 dated the 20 June, 2019 of International Trade Finance Division, Sonali Bank Limited, Head Office, Dhaka on the captioned subject.

We have to advise that in consideration of your application and recommendation of International Trade Finance Division, Sonali Bank Limited, Head Office, Dhaka the authority has sanctioned 15 days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit in Thailand, Singapore & Malaysia under the following terms & conditions:-

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

Yours faithfully,

Sd/-

(Md. Jahangir Hossain)
Assistant General Manager
Phone: +8802-9551121

Copy forwarded for kind information & necessary action to:-

- 01. Deputy General Manager, International Trade Finance Division, Sonali Bank Limited, Head Office, Dhaka with a request to send us the related joining report of the above officer specifying the date of leave availed.
- 02. 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 Land Ports Bangladesh.

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Assistant General Manager

Md. Jahangir Hossain
Assistant General Manager (A-2118)
Human Resource Management Division
(Section-3&4)
Sonal Bank Limited
Head Office, Dhaka.