



সোনালী ব্যাংক লিমিটেড
Sonali Bank Limited

3534

Netrokona Br. Netrokona

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Email : sblnetrakona@gmail.com

১. উপস্থাপন করুন
২. আলোচন করুন
৩. প্রাপ্ত জবাব দিন
৪. লিখিত করুন
৫. প্রয়োজ্যীয় পদক্ষেপ দিন
৬.দিনের মধ্যে সমাধান করুন

যেপুটি জেনারেল ম্যানেজার

No:SBL/NET/HRMD/LEAVE/
Date: 10 July, 2018

Mr. Khandaker Faruque Ahmed (G-25114)
(Pass Port No-BQ 0902770)
Principal Officer
Sonali Bank Limited
Netrokona Branch
Netrokona.

Subject: Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with fullpay to visit India.

Dear Sir,

In Consideration of your application regarding the captioned subject, the authority has sanction 15(Fifteen) days leave (Outside Bangladesh) with fullpay to visit India vide their letter No.HO/HRMD/OMD/SEC-02/(PF-11771)/5683, dated 18 April, 2018 under the following terms and 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 sanction leave will be treated as leave outside Bangladesh.
- Staying abroad over the sanction leave is strictly prohibited.

Now as per approval of head office and your application dated 10 July,2018 you have been sanctioned 15(Fifteen) days leave (Outside Bangladesh) with effect from 11-07-2018 to 25-07-2018 and relieved from your duties as at the close of business to day 10th July, 2018 with instruction to report back in time.

Yours Faithfully
sd/-

(Gopal Chakroborty)
Asstt. General Manager

Copy for kind information and necessary action to:-

01. General Manager, Sonali Bank Limited, General Manager's Office, Mymensingh.
02. Deputy General Manager, Human Resource Management Division, Officer Management Department (Sec-2), Sonali Bank Limited, Head Office, Dhaka.
03. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka.
04. Immigration Officer, All Airports/All Land ports, Bangladesh.
05. Personal File/Office Copy.

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Asstt. General Manager
Gopal Chakroborty
4-3130 (Old)
Assistant General Manager
Sonali Bank Limited
Head Office, Dhaka