



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

Human Resource Management Division(Sec-3)
Head Office, Motijheel C/A.
Dhaka-1000. Bangladesh.
Phone : 88-02-9551121
E-Mail:sbl.hrmd3@sonalibank.com.bd

No.HRMD/SEC-3/PF/SO-21616/8132

Dated : 14 July, 2019

FARZANA RAHMAN (C-45041)
Passport No. EA-0168340
Senior Officer
Sonali Bank Limited
Khulna Corporate Branch, Khulna,
Bangladesh.

ইনফরমেশন প্রকল্প/সিটি/ডিভিশন(বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, খুলনা কর্পোরেট শাখা
তারিখ: ১৪/৭/১৯
এডিং-১/১/১৯, এমএস/সি, প্রকল্প/সি, ইটিসি (সিটি)
১. উপস্থাপন করুন
২. আনু্যাপ করুন
৩. দ্রুত জবাব দিন
৪. নসিদ্ধ করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬.কিসের ব্যয় সম্পাদনা করুন
ডেপুটি ম্যানেজার ম্যানেজার

Mr Fartho, Eng (IT)

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

Dear Madam,

We have the pleasure to advise that in consideration of your application and recommendation of Sonali Bank Limited, General Manager's Office, Khulna the authority has sanctioned 15 (Fifteen) days leave (Outside Bangladesh) with full pay from the date of availment with a permission to visit India under the following terms and conditions:

- (1) You will have to bear all expenses of the proposed visit.
- (2) There will be no financial involvement of Sonali Bank Limited / Government of Bangladesh.
- (3) Staying abroad over the sanctioned leave will not be allowed.
- (4) This sanction letter is valid for 03 (Three) months from the date of issue.

Yours faithfully

Sd/-

(Md. Jahangir Hossain)
Assistant General Manager.

Copy forwarded for kind information & necessary action:

01. Deputy General Manager (In-Charge), Sonali Bank Limited, General Manager's Office, Khulna.
- ✓ 02. Deputy General Manager, Information Technology Division (Business IT), Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the leave (Outside Bangladesh) sanction letter in the Bank's Website.
03. Deputy General Manager, Sonali Bank Limited, Khulna Corporate Branch, Khulna. They are requested to send her joining report after availment of leave.
04. Immigration Officer, All International Airports/Landports of Bangladesh.
05. Master Copy/Personal File/Office Copy.

Assistant General Manager

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