



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

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সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।  
তারিখ: ১৭-০৭-১৮  
এসিএম-১/২/৩, এসপিও/সি, মেজামার/সি, ইটা (আইটি)

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

ডেপুটি জেনারেল ম্যানেজার

NO.HO/HRMD/OMD/SEC-2/(PF-19433)/

**BISWAJIT ROY (G-35851)**

(Passport No-BM 0094675)

Principal Officer (Manager)

Sonali Bank Limited

Kaligonj Branch, Lalmonirhat

Bangladesh.

Dated : 16 JULY, 2018

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

Dear Sir,

Reference may please be made to the letter No.4249 dated the 21 May, 2018 of General Manager's Office, Rangpur on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Rangpur the authority has sanctioned 15 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/-

**(Abdul Awal Bhuiyan)**

Assistant General Manager

Phone: +8802-9551121

**Copy forwarded for kind information & necessary action to:-**

- General Manager, Sonali Bank Limited, General Manager's Office, Rangpur. As per their proposal Mr.Md.Tareq Uddin (C-44015), Senior Officer, Kaligonj Branch, Lalmonirhat will hold the charge of Manager temporarily on leave of of Mr.Biswajit Roy.
- 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.
- Deputy General Manager, Sonali Bank Limited, Principal Office, Kurigram with a request to send us the related joining report of the above officer specifying the date of leave availed.
- Manager, Sonali Bank Limited, Kaligonj Branch, Lalmonirhat.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.
- Mr.Md.Tareq Uddin (C-44015), Senior Officer, Sonali Bank Limited, Kaligonj Branch, Lalmonirhat.

**Assistant General Manager**

Abdul Awal Bhuiyan  
Asstt. General Manager  
Human Resource Management Division  
Sonali Bank Limited  
Head Office, Dhaka.