



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

Phone: +8802-9564515

NO.HRMD/OMD/SEC-2/(PF-17997)/

MOHAMMAD ANAMUL HAQUE (C-42000)

(Passport No-EA 0113482)

Principal Officer(Manager)

Sonali Bank Limited

Arappur Branch

Jhenaidah, Bangladesh.

Dated : 21 JULY, 2019

Mr Partho, Eng (IT)

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

Dear Sir,

Reference may please be made to the letter No.2381 dated the 12 June, 2019 of General Manager's Office, Khulna on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Khulna 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/-

(Md. Nurullah Khan)

Assistant General Manager

Phone: +8802-9551121

Copy forwarded for kind information & necessary action to:-

01. Deputy General Manager (Incharge), 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 letter in the Bank's website.
03. Deputy General Manager, Sonali Bank Limited, Principal Office, Jhenaidah. As per their proposal Mr. Md. Asaduzzaman, Senior Officer (C-39972), Arappur Branch, Jhenaidah will hold the charge of Manager temporarily on leave of Mr. Mohammad Anamul Haque. They are requested to send us the related joining report of the above officer specifying the date of leave availed.
04. Manager, Sonali Bank Limited, Arappur Branch, Jhenaidah.
05. Immigration Officer, All Airports/All Land Ports, Bangladesh.
06. Mr. Md. Asaduzzaman, Senior Officer (C-39972), Sonali Bank Limited, Arappur Branch, Jhenaidah.

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