



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office

Motijheel

Dhaka.

Human Resource Management Division

Officer Management Department(Sec-1)

e-mail : dgmhrmd@sonalibank.com.bd

☎ : 9564515, 9551121, 01727346202

NO. HRMD/OMD/SEC-1/9631

Dated : 23 July, 2018

Mr. Md. Abdul Hakim (G-28392)
Assistant General Manager (Incumbent)
Sonali Bank Limited
Bogura Corporate Branch,
Bogura, Bangladesh.

ইনকম্পেন টেকনোলাজি ডিভিশন(সিমনেস অফিস)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: 24.07.18 নম্বর: 2262
এজি.এম-১/১/৩, এসপিও/সি, সোনারগাঁও ইন্ডাস্ট্রিয়াল জোন(সেক্টর-১)
১. উপস্থাপন করুন
২. আদ্যাপ করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ দিন
৬. নিম্নলিখিত সমস্যা সমাধান করুন
ডেপুটি জেনারেল ম্যানেজার

Dear Sir,

Subject : Extension of validity period in connection of sanction letter No.3103 dated 20 February, 2018.

Reference may please be made to the letter no. 2963 dated 08 July, 2018 of General Manager's Office, Rajshahi on the captioned subject.

We have the pleasure to advise you that in consideration of your application and recommendation of General Manager's Office, the authority has extended the validity of the leave advice No.3103 dated 20 February, 2018 for 03 months i.e. upto 19 August, 2018 remaining other terms & conditions unchanged.

As per approval of the authority Mr. S.M. Shamsul Alam, Senior Principal Officer, Sonali Bank Limited, Bogura Corporate Branch, Bogura will take over the charges of the branch temporarily during your sanctioned leave period.

Yours Faithfully,
S/d-

(Abdul Awal Bhuiyan)
Assistant General Manager

Copy forward for kind information & necessary action to:

01. The General Manager, Sonali Bank Limited, General Manager's Office, Rajshahi.
02. The 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. The Deputy General Manager, Sonali Bank Limited, Pricipal Office, Bogura.
04. The Assistant General Manager (Incumbent), Sonali Bank Limited, Bogura Corporate Branch, Bogura.
05. Mr. S.M. Shamsul Alam, Senior Principal Officer, Sonali Bank Limited, Bogura Corporate Branch, Bogura.
06. Immigration Officer, All Airports/All Landports, Bangladesh.

Assistant General Manager

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