



**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

NO.HO/HRMD/OMD/SEC-2/(PF-18357)/

**SYEDA DELARA HOSSAIN (C-43862)**

(Passport No-BR 0396091)

Principal Officer

Sonali Bank Limited

Baridhara Branch, Dhaka

Bangladesh.

ইনচার্জের কার্যালয়: প্রধান কার্যালয়, ঢাকা।  
 সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।  
 তারিখ: 24/7/2019, নম্বর: 6822  
 এজিএস-1/2/3, এনপিও/বি, প্রোজেক্ট/বি, ইপিআই (আইটি)  
 ১. উপস্থাপন করুন  
 ২. আলোচনা করুন  
 ৩. প্রস্তাব গ্রহণ দিন  
 ৪. মতামত প্রকাশ করুন  
 ৫. প্রয়োজিতকালে প্রতিক্রিয়া দিন  
 ৬. প্রয়োজিতকালে প্রতিক্রিয়া দিন  
 ডেপুটি জেনারেল ম্যানেজার

**Dated : 24 JULY, 2019**

*Mr Fartho, Eng (IT)*

**Subject : Sanction of 30 (Thirty) days leave (Outside Bangladesh) with full pay to visit in Australia.**

Dear Sir,

Reference may please be made to the letter No.2019 dated the 28 May, 2019 of General Manager's Office, Dhaka-1 on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Dhaka-1 the authority has sanctioned 30 days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit in Australia 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:-**

- General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-1, Dhaka.
- 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.
- Deputy General Manager, Sonali Bank Limited, Principal Office, Bangabandhu Avenue (Dhaka Central), Dhaka.
- Manager, Sonali Bank Limited, Baridhara Branch, Dhaka with a request to send us the related joining report of the above officer specifying the date of leave availed.
- Immigration Officer, All Airports Bangladesh.

*(Signature)*

**Assistant General Manager**

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