



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION
(SECTION-5)

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Dhaka-1000. Bangladesh.
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No. HRMD/SEC-5/OUTSIDE/OC-10192/8776

Dated: 24 July, 2019

Mr. WALIAR RAHMAN (G-33667)

Officer Cash
Sonali Bank Limited
Jashore Corporate Branch,
Jashore.

ইনফরমেশন টেকনোলজি ডিভিশন(বিজনেস আইসি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।

তারিখ: ২৭/৭/১৯ ৬.৪.৩২
এজিএম-১/২/৩, এনপিও/সি, প্রোগ্রামার/সি, ইন্টার (আইটি)

১. উপস্থাপন করুন
২. আলাপ করুন
৩. দ্রুত প্রত্যাবর্তন দিন
৪. ফাইল তৈরি করুন
৫. প্রয়োজনীয় পত্রাদেশ দিন
৬.নিত্য মতায় সম্পাদন করুন

ডেপুটি জেনারেল ম্যানেজার

pmdsblho@gmail.com
sbl.hrmd5@sonalibank.com.bd

Mr Fartho Eng (IT)

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

Dear Sir,

Reference may please be made to the letter No. 2653 dated the 02 July, 2019 of Sonali Bank Limited, General Manager's Office, Khulna on the captioned subject.

It may kindly be advised that in consideration of your application and recommendation of General Manager's Office, Khulna, the authority has sanctioned 15 (Fifteen) days full pay leave (Outside Bangladesh) including transit period and government weekly holidays from the date of availment with a permission to visit India under the following terms & conditions:

Conditions:

- 1) You have to bear all expenses of the proposed visit. There will be no financial involvement of Sonali Bank Limited / Govt. of Bangladesh.
- 2) This sanctioned leave will be treated as 'Leave outside Bangladesh'.
- 3) Over staying is strictly prohibited.
- 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. General Manager, 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, Principal Office, Jashore. **Please send the joining report of the related officer specifying the date of leave availment.**
04. Assistant General Manager, Sonali Bank Limited, Jashore Corporate Branch, Jashore.
05. Manager, Sonali Bank Limited, B.I.S.E Branch, Jashore.
06. Immigration Officer, All Airport, All Land port, Bangladesh
07. Personal File.

Assistant General Manager

Md. Jahangir Hossain
Assistant General Manager
Information Technology Division
Sonali Bank Limited
Dhaka