



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

খুলনা কর্পোরেট শাখা, খুলনা।

ফোন-০৪১-৭২২৪৩৭, ৮১৩২৯৪
ফ্যাক্স-০৪১-৭২০৫০৮
তার-জাতীয় খুলনা
ই-মেইল-sbkhulcorp@gmail.com

No.SBL/KHULCORP/PD/
Dated: 30.07.2018

“Memorandum”

(Leave Outside Bangladesh)

Subject:- Sanction of 60 (Sixty) days leave (outside Bangladesh) with full pay from the date of availment to meet your ailing daughter in the United States of America: Khan Jafor Ullah (G-24851), Officer, Sonali Bank Limited, Khulna Corporate Branch, Khulna.

Human Resource Management Division, (Sec-4), Sonali Bank Limited, Head Office, Dhaka vide their letter No.HRMD/SEC-4/PF-14226/9921 Dated: 30.07.2018 has sanctioned Khan Jafor Ullah (G-24851), Officer 60 (Sixty) days leave (outside Bangladesh) from the date of availing with a permission to visit United States of America. Consequently Khan Jafor Ullah has applied for permission to avail the leave from 31.07.2018 to 29.09.2018.

This is to advise that in consideration with the prayer for availing the leave and recommendation of competent authorities Khan Jafor Ullah (G-24851), Officer has been permitted to avail leave from **01.08.2018 to 29.09.2018** 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) It will be treated as “Leave-outside Bangladesh.”
- (3) Staying abroad over the sanctioned leave will not be allowed at all.

Khan Jafor Ullah (G-24851)
Officer
Passport No. OC 2103109
Sonali Bank Limited
Khulna Corporate Branch, Khulna.

Sd/-
(Gopal Chandra Goldar)
Deputy General Manager

Copy forwarded to:

01. General Manager, Sonali Bank Limited, General Manager’s Office, Khulna.
02. Deputy General Manager, Human Resource Management Division, Officer Management Department (Section-4), Sonali Bank Limited, Head Office, Dhaka.
03. Deputy General Manager, Information Tecnology Division, (Bussiness IT), Sonali Bank Limited, Head Office, Dhaka.
04. Immigration Officer, Hazrat Shahjalal (Rh.) International Airport, Dhaka, Bangladesh.
05. Immigration Officer, All Other International Airports/Land ports, Bangladesh.
06. Mr. Gazi Al-Beruni, Assistant General Manager, Sonali Bank Limited, Khulna Corporate Branch, Khulna.
07. Mr. Md. Ziaur Rahman, Senior Principal Officer, Sonali Bank Limited, Khulna Corporate Branch, Khulna.
08. Ila Rani Biswas, Senior Officer, Sonali Bank Limited, Khulna Corporate Branch, Khulna. She will do the all duties of Khan Jafor Ullah during the period of leave.
09. Personal File Copy.
10. Office Copy.

Deputy General Manager

ইনকর্পোরেশন টেকনোলজি ডিভিশন(বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ: 02.08.2018
এসিএম-১/২/৩, এসপিও/ডি, হিউম্যান রিসোর্স ম্যানেজমেন্ট ডিভিশন (সেকশন-৪)

১. উপস্থাপন করুন
২. আলোচন করুন
৩. দ্রুত জবাব দিন
৪. স্বাক্ষর করুন
৫. বাস্তবায়ন পদক্ষেপ দিন
.....দিনের মধ্যে সম্পাদন করুন

৩৬ পৃষ্ঠা সেন্সারেল ম্যানেজার

265(3)