



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION
(SECTION-5)

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No. HRMD/SEC-5/PF/OC-9656/10167

Dated: 02 August 2018

JAGADISH CHANDRA MOHANTA
Officer Cash
(Passport No: BK 0962980)
Sonali Bank Limited
Panchbibi Branch,
Joypurhat.

ইনফরমেশন টেকনোলজি ডিভিশন (বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: ০২.০৮.২০১৮
একিএস-১/২/৩, এসপিওপি, সোনালী ব্যাংক লিমিটেড

১. উপস্থাপন করুন
২. আলাপ করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনে পালকফ নিন
৬.

ডেপুটি জেনারেল ম্যানেজার

Subject: Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to Visit India: Jagadish Chandra Mohanta (C-40513), Officer Cash, Sonali Bank Limited, Panchbibi Branch, Joypurhat.

Dear Sir,

Reference letter No. 3090 dated the 19th July, 2018 of General Manager's Office, Rajshahi on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of General Manager's Office, Rajshahi, the authority has sanctioned 15 (Fifteen) days full pay leave (Outside Bangladesh) from the date of 21.08.2018 to 04.09.2018 or 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, Rajshahi.
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. Assistant General Manager, Sonali Bank Limited, Regional Office, Joypurhat. **Please send the joining report of the related officer specifying the date of leave availment.**
04. Manager, Sonali Bank Limited, Panchbibi Branch, Joypurhat.
05. Immigration Officer, All Airport, All Land port, Bangladesh
06. Personal File.

Assistant General Manager
Md. Jahangir Hossain
Assistant General Manager (A-2118)
Human Resource Management Division
(Section-3&4)
Sonali Bank Limited
Head Office, Dhaka.