



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

Human Resource Management Division(Sec-3)
Head Office, Motijheel C/A.
Dhaka-1000. Bangladesh.
Phone : 88-02-9551121
E-Mail:sbl.hrmd3@sonalibank.com.bd

No.HRMD/SEC-3/PF/SO-19800/10077

Dated:-05 August, 2018

RIZWANUL HAQUE (C-44395)

Passport No: OC 4157414

Senior Officer

Sonali Bank Limited

Principal Office, Bangabandhu Avenue (Dhaka Central), Dhaka,

Bangladesh

ইনফরমেশন টেকনোলজি ডিভিশন(সিইসিএস ডায়েরি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: 06.08.2018
এফ.সি.সি. 3/2/3, কপি ৫/সি, মোহাম্মদ হুসেইন হোসেন

১. উপস্থাপন করুন
২. আলোচন করুন
৩. দ্রুত জবাব দিন
৪. মতামত করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬.দিনের মধ্যে সম্পাদন করুন

ডেপুটি জেনারেল ম্যানেজার

Subject : Sanction of 20 (Twenty) days leave (Outside Bangladesh) with full pay to visit Thailand.

Dear Sir,

We have the pleasure to advise that in consideration of your application and recommendation of Sonali Bank Limited, General Manager's Office, Dhaka-1, Dhaka the authority has sanctioned 20 (Twenty) days leave (Outside Bangladesh) with full pay from the date of availment with a permission to visit Thailand under the following terms and conditions:

- (1) You will have to bear all expenses of the proposed visit.
- (2) There will be no financial involvement of Sonali Bank Limited / Government of Bangladesh.
- (3) Staying abroad over the sanctioned leave will not be allowed.
- (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, Dhaka-1, Dhaka.
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, Bangabandhu Avenue (Dhaka Central), Dhaka. They are requested to send his joining report after availment of leave.
04. Immigration Officer, All International Airports/Landports of Bangladesh.
05. Master Copy/Personal File/Office Copy.

Assistant General Manager

Md. Jahangir Hossain,
Assistant General Manager (A-2116)
Human Resource Management Division,
(Section-3&4)
Sonali Bank Limited
Head Office, Dhaka