



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office
Motijheel
Dhaka.

Human Resource Management Division
Officer Management Department (Sec-1)
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NO. IIRMD/OMD/SEC-1/10321

Dated : 06 August, 2018

Ms. Kabita Kalpana Lata (G-28487)
Deputy General Manager
Information Technology Division
(Business IT)
Sonali Bank Limited
Head Office
Dhaka, Bangladesh.

সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা

তারিখ: 07-08-18

ক্রমিক নং: ৩৩৩

১. ডায়েরী নং
২. আবেদন নং
৩. প্রাপ্ত তারিখ
৪. নথিভুক্ত নং
৫. প্রয়োজনীয় কাঙ্ক্ষিত দিন
৬. প্রাপ্তি/নিষেধ/অন্যান্য সন্দেহজনক নং

৩৩, টি জেনারেল ম্যানেজার

Sir,

Subject : Sanction of 15 days leave (outside Bangladesh) with full pay to visit India.

Reference may please be made to the letter no. 1501 dated 15 July, 2018 of Information Technology Division (Business IT), Sonali Bank Limited, Head Office, Dhaka on the captioned subject.

We have the pleasure to advise you that in consideration of your application and Divisional recommendation, the Executive Committee of the Board of Directors of Sonali Bank Limited in their 71st meeting held on 31 July, 2018 has sanctioned 15 days leave (outside Bangladesh) including transit period from the date of availing with a permission to visit India under the following terms & conditions:

Conditions:

- 1) You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited & Government of Bangladesh.
- 2) The Period of traveling will be adjusted from earned leave.
- 3) Over stay in abroad will not be allowed.
- 4) This sanction letter will remain valid for 03 (three) months from the date of issue.

As per approval of the authority MR. MD. MAS-U-DUR RAHMAN, Deputy General Manager, Information Technology Division (Infrastructure IT), Head Office, Dhaka will take over the charges of the Information Technology Division (Business IT) temporarily during your leave period.

Yours Faithfully,

Sd/-

(Md. Nurullah Khan)
Assistant General Manager

Copy forward for kind information & necessary action to :

01. The Chief Information Technology Officer, Information Technology Division, Sonali Bank Limited, Head Office, Dhaka, with a request to send us the related joining report of the above Executive specifying the date of leave availed.
02. The 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.
03. MR. MD. MAS-U-DUR RAHMAN, Deputy General Manager, Information Technology Division (Infrastructure IT), Sonali Bank Limited, Head Office, Dhaka.
04. Immigration Officer, All Airports, Bangladesh.

Assistant General Manager