



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION
OFFICER MANAGEMENT DIVISION(SECTION-4)

Head Office, Motijheel
Dhaka-1000, Bangladesh
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No. HRMD / SEC-4 / PF-15206/8789

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ইনফরমেশন টেকনোলজি ডিভিশন(বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড প্রধান কার্যালয়, ঢাকা।
তারিখ: ০৬/০৮/২০১৯
ক্রমিক-১/২/৩, এমআই/সি, এমআই/সি, ইটি (আইটি)
১. উপস্থাপন করুন
২. আলাপ করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পত্রস্বাক্ষর দিন
৬.দিনের মধ্যে সম্পাদন করুন
ডেপুটি জেনারেল ম্যানেজার

MD TAFAZZAL HOSSAIN

Officer

Index No : G - 28269

Passport No : BT 0004922

Sonali Bank Limited

Mymensingh Corporate Branch

Mymensingh.

Subject: Sanction of 20(Twenty) days leave(Outside Bangladesh) with full pay from the date of availment to visit the holy places in India.

Dear Sir,

Reference letter no. 1713 dated the 07th June , 2019 of Sonali Bank Limited, General Manager's Office, Mymensingh on the captioned subject .

We advise that in consideration of your application and recommendation of concerned General Manager's Office, the authority has sanctioned 20(Twenty) days leave(Outside Bangladesh) with full pay from the date of availment to to visit the holy places in India under the following terms and conditions :

1. You have to bear the expense of this proposed visit. There will be no financial involvement of Sonali Bank Limited /Government of people's Republic of Bangladesh.
2. It will be treated as "Leave outside Bangladesh".
3. **Staying abroad over the sanctioned leave will not be allowed at all.**
4. **This sanction letter will remain valid for 03 (Three) months from the date of issuance.**

Yours Faithfully

Sd /-

(Md. Jahangir Hossain)
Assistant General Manager

Copy forwarded for kind information and necessary action :

1. General Manager, Sonali Bank Limited, General Manager's Office, Mymensingh.
2. Deputy General Manager, Information Technology Division(Business IT), Sonali Bank Limited, Head Office, Dhaka.
3. Assistant General Manager, Sonali Bank Limited, Mymensingh Corporate Branch, Mymensingh.
4. Immigration Officer, Hazrat Shahjalal (Rh.) International Airport, Dhaka, Bangladesh.
5. Immigration Officer, All Other International Airports / Land ports, Bangladesh.
6. Personal File / Master 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.