



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION
OFFICER MANAGEMENT DEPARTMENT
(SECTION-2)

১

Head Office, Dhaka-1000, Bangladesh.
Phone: +8802-9550426-34
Fax: +88-02-9561409
E-mail: dgmhrmd@sonalibank.com.bd
Deputy General Manager
Phone: +8802-9564515

NO.HO/HRMD/OMD/SEC-2/(PF-15124)/

Dated : 05 SEPTEMBER, 2019

NASRIN AKTER DINA (G-24721)

(Passport No-BT 0664478)

Principal Officer

Sonali Bank Limited

Bangabandhu Avenue Corporate Branch

Dhaka, Bangladesh.

Subject : Sanction of 25 (Twenty Five) days leave (Outside Bangladesh) with full pay to visit in Indonesia & Japan.

Dear Sir,

Reference may please be made to the letter No.1133 dated the 18 August, 2019 of Bangabandhu Avenue Corporate Branch, Dhaka on the captioned subject.

We have to advise that in consideration of your application and recommendation of Bangabandhu Avenue Corporate Branch, Dhaka the authority has sanctioned 25 days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit in Indonesia & Japan under the following terms & conditions:-

- You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited/Government of Bangladesh.
- This sanctioned leave will be treated as Leave outside Bangladesh.
- Staying abroad over the sanctioned leave is strictly prohibited.
- This sanctioned letter will remain valid for 03 (three) months from the date of issue.

Yours faithfully,

Sd/-

(Md. Nurullah Khan)

Assistant General Manager

Phone: +8802-9551121

Copy forwarded for kind information & necessary action to:-

01. General Manager, Sonali Bank Limited, Bangabandhu Avenue Corporate Branch, Dhaka with a request to send us the related joining report of the above officer specifying the date of leave availed.

10426 (2)

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. Immigration Officer, All Airports/All Land Ports Bangladesh

Assistant General Manager

Md. Nurullah Khan
Assistant General Manager
Human Resources Mgt. Division
Sonali Bank Limited
Head Office, Dhaka.

ইনফরমেশন টেকনোলজি ডিভিশন(বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ: 05/09/2019
এজেন্সি-১/২/৩, এপি/এসি/ইপি/সি/ইটি
১. উপস্থাপন করুন
২. আনুগত্য করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬.দিনের মধ্যে সম্পাদনা করুন
ডেপুটি সিনিয়র ম্যানেজার

Mr. Faruk, Eng.