



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office
Motijheel
Dhaka.

Human Resource Management Division
Officer Management Department(Sec-1)
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ইনফরমেশন টেকনোলজির ডিভিশন(বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: 09.08
এসি.নং: ১/১/৩, এলপিও/সি, প্রোগ্রামার/সি, ইঞ্জিনিয়ার (আইটি)
১. উপস্থাপন করুন
২. আলোচন করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬.বিভাগে সংকেত সম্পাদনা করুন
ডেপুটি জেনারেল ম্যানেজার

NO. HRMD/OMD/SEC-1/10497

Dated : 08 August, 2018

Ms. Selina Ahmed (G-26814)
General Manager
Sonali Bank Limited
Head Office
Dhaka, Bangladesh.

Sir,

Subject : **Sanction of 07 days leave (outside Bangladesh) with full pay to visit Sri Lanka.**

Reference may please be made to the letter no. 301 dated 16 July, 2018 of Discipline & Appeal Division, 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 07 days leave (outside Bangladesh) including transit period from the date of availing with a permission to visit Sri Lanka 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.

Yours Faithfully,

S/d-

(Mohammed Anwar Hossain)
Deputy General Manager

Copy forward for kind information & necessary action to :

01. All Deputy Managing Directors, Sonali Bank Limited, Head Office, Dhaka.
02. All General Managers, Sonali Bank Limited, Head Office, Dhaka.
03. The Deputy General Manager, CEO & Managing Director's Secretariat, Sonali Bank Limited, Head Office, Dhaka.
04. 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.
05. Immigration Officer, All Airports/All Land Ports, Bangladesh.

Deputy General Manager

MOHAMMED ANWAR HOSSAIN
Deputy General Manager
Human Resource Management Division
Sonali Bank Limited
Head Office, Dhaka.