



NO:HO : LCD : CD/

Date: 14 August, 2018

MEMORANDUM

Permission to visit India, Thailand & Malaysia for 20 days : Ms. Lipika Das (G-35724), Assistant General Manager, Loan Classification Division, Sonali Bank Limited, Head Office, Dhaka.

Ms.Lipika Das (G-35724), Assistant General Manager of this Division has been sanctioned 20 days leave (Outside Bangladesh) including transit period from 15 August, 2018 or from the date of availment with a permission to visit India, Thailand & Malaysia vide Head Office Letter No.HRMD/OMD/SEC-1/8873 dated 05 July, 2018.

Now as per her application dated 13th August, 2018 She will be released from this Office as at the closed of business of 14st August, 2018 to avail the aforesaid leave.

She is advised to join the Office in due time after the availment of sanctioned leave.

Ms. Lipika Das (G-35724)
 Assistant General Manager
 Loan Classification Division
 (CIB Department)
 Sonali Bank Limited
 Head Office
 Dhaka.

সোনালী ব্যাংক লিমিটেড (সিবিডি)	
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা	
তারিখ: 14.08.18	নম্বর: 1120
বিষয়: ২০ দিনের ছুটি (ভারত, থাইল্যান্ড ও মালয়েশিয়া)	
১. উদ্দেশ্য: ছুটি	কি: ৩৩৫
২. প্রাপ্তি: ছুটি	
৩. প্রাপ্তি: ছুটি	
৪. প্রাপ্তি: ছুটি	
৫. প্রাপ্তি: ছুটি	
৬. প্রাপ্তি: ছুটি	
স্বাক্ষর:	
পদবী: ডেপুটি জেনারেল ম্যানেজার	

Sd/-
 (Parimal Bandhu Basak)
 Deputy General Manager

Copy forward for kind information & Necessary action to:

1. The Deputy General Manager, Human Resource Management Division, Officer Management Department (Section-1), Sonali Bank Limited, Head Office, Dhaka.
2. The Deputy General Manager, Information Technology Division, Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the leave (Outside Bangladesh) sanction letter in the Bank's website.
3. The Immigration Officer, All Airports/Landports, Bangladesh.
4. Mr.Kishor Kumar Pal, Senior Programmer is hereby advised to perform the duties of Ms.Lipika Das during her leave in addition to his normal duties.

Deputy General Manager