



সোনালী ব্যাংক লিমিটেড

Sonali Bank Limited

উদ্ভাবনী ব্যাংকিং এ আপনার বিশ্বস্ত সঙ্গী

ইনফরমেশন টেকনোলজি ডিভিশন (বিজনেস আইটি)
Information Technology Division (Business IT)

No. SBL/HO/ITD(BSIT)/FL/

Date : 16-08-2018

KABITA KALPANA LATA
Deputy General Manager
Information Technology Division (Business IT)
Sonali Bank Limited
Head Office, Dhaka.

Subject : Sanction of 15 (Fifteen) days leave (Outside Bangladesh) from 24.08.2018 to 07.09.2018 with full pay to visit India.

Dear Mrs. Kabita

Reference to the Letter No.HRMD/OMD/SEC-1/10321 dated 06 August, 2018 of Human Resource Management Division (Section-1), Head Office, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and approval of Human Resource Management Division (Section-1), Head Office, Dhaka that we are pleased to sanction you 15(Fifteen) days leave (outside Bangladesh) from the date of **24.08.2018 to 07.09.2018** with a permission to visit in India under the following terms & conditions:

1. You will have to bear all expenses of the visit. There will be no financial involment 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. The Sanctioned letter will remain valid for 3(Three) months from the date of Issue.

Sd/-

(Omar Farooq Khandaker)
Chief Information Technology Officer

Copy frwarded for kind information & necessary action to:

1. The Deputy General Manager, Human Resource Management Division, Sonali Bank Limited, Head Office, Dhaka.
2. The Deputy General Manager, Information Technology Division (Business IT), Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the release order (Outside Bangladesh leave) in the bank's website.
3. Mr. MD. Mas-U-Dur Rahman, Deputy General Manager, Information Technology Division (Infrastructure IT), is hereby advise to perform the duties of Mrs. Kabita Kalpana Lata during her leave in addition to his normal duties.
4. The Immigration Officer, All airports/Landports, Bangladesh.

(Omar Farooq Khandaker)
Chief Information Technology Officer