



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office
Motijheel
Dhaka.

Human Resource Management Division

Officer Management Department(Sec-1)

e-mail : dgmhrmd@sonalibank.com.bd

☎ : 9564515, 9551121, 01552325317

NO. HRMD/OMD/SEC-1/10722

Dated : 16 August, 2018

Mr. Sandip Kumar Rudra (G-36014)
Senior Principal Officer
Sonali Bank Limited
Dhaka Cantonment Corporate Branch
Dhaka, Bangladesh.

সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ: 16.08.2018
ক্রমিক: 6637/2018, ১৯/০৮/১৮, ১৯/০৮/১৮ (১৯/০৮/১৮)

১. উপস্থাপন করান
২. আদ্যাপ কোনও
৩. স্মিত জবাব দিন
৪. নথিভুক্ত বসান
৫. প্রয়োজনীয় পদক্ষেপ দিন
৬.দিনের মধ্যে সম্পাদন করুন

নি:মসু
০৭

ডেপুটি জেনারেল ম্যানেজার

Dear Sir,

Subject : **Extension of validity period in connection of sanction letter No. 6637 dated 09 May, 2018.**

Reference may please be made to the letter no.3426 dated 06 August, 2018 of Sonali Bank Limited, General Manager's Office, Dhaka-2, Dhaka on the captioned subject.

We have the pleasure to advise you that in consideration of your application and recommendation of General Manager's Office, the authority has extended the validity of the leave advice No. 6637 dated 09 May, 2018 for 02 months i.e. upto 09 October, 2018 remaining other terms & conditions unchanged.

Yours Faithfully,


Sd/-

(Md. Nurullah Khan)

Assistant General Manager

Copy forward for kind information & necessary action to:

01. The General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-2, Dhaka.
- ✓ 02. 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.
03. The Deputy General Manager, Sonali Bank Limited, Dhaka Cantonment Corporate Branch, Dhaka, with a request to send us the related joining report of the above Officer specifying the date of leave availed.
04. Immigration Officer, All Airports/All Landports, Bangladesh.


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