



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION
(SECTION-4)



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No. HRMD/SEC-4/PF- 21338/10853

Date : 20/08/2018

PROBIR KUMAR SAHA
Officer(IT)
Index No : G-35079
Passport No : OC 1145861
Sonali Bank Limited
General Manager's Office
Rajshahi.

ইনফরমেশন টেকনোলজি ডিভিশন(বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ 26.08.18
এটি নং-2/2/0, 05/08/18, রাজশাহী, কবি (আইটি)
১. উপস্থাপনা করণ
২. বোর্ডিং করণ
৩. প্রত্যবেক্ষণ দিন
৪. সন্মতিক্রম করণ
৫. প্রয়োজনীয় প্রত্যবেক্ষণ দিন
৬.বিভাগে স্মারক প্রদান করণ
৩/
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়

Subject: Sanction of 15(Fifteen) days leave (Outside Bangladesh) with full pay from 06/09/2018 or the date of availment to visit the holy places in India.

Dear Sir,

Reference letter no. 3243 dated the 05th August , 2018 of Sonali Bank Limited, General Manager's Office, Rajshahi on the captioned subject .

We advise that in consideration of your application and recommendation of Sonali Bank Limited, General Manager's Office, Rajshahi, the authority has sanctioned 15(Fifteen) days leave(Outside Bangladesh) with full pay from 06/09/2018 or the date of availment with the permission to visit the holy places in India under the following terms and conditions :

1. You have to bear all expenses of the proposed visit. There will be no financial involvement of Sonali Bank Limited / Govt. of Bangladesh.
2. It will be treated as "Leave outside Bangladesh".
3. **Staying abroad over the sanctioned leave will not be allowed at all.**
4. **This sanction letter will remain valid for 03 (Three) months from the date of issuance.**

Yours Faithfully

Sd /-
(Md. Jahangir Hossain)
Assistant General Manager

Copy forwarded for kind information and necessary action :

1. General Manager, Sonali Bank Limited, General Manager's Office, Rajshahi.
2. Deputy General Manager, Information Technology Division(Busines IT), Sonali Bank Limited, Head Office, Dhaka.
3. Immigration Officer, Hazrat Shahjalal(Rh.) International Airport, Dhaka, Bangladesh.
4. Immigration Officer, All Other International airports / Land ports, Bangladesh.
5. Personal File / Master Copy .

Assistant General Manager

Md. Jahangir Hossain
Assistant General Manager (A-2118),
Human Resource Management Division
(Section-3&4)
Sonali Bank Limited
Head Office, Dhaka