সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION
OFFICER MANAGEMENT DEPARTMENT
(SECTION-2)

Head Office, Dhaka-1000, Bangladesh.
Phone: +8802-9550426-34
Fax: +88-02-9561409
E-mail:dgmhrmd@sonalibank.com.bd
Deputy General Manager
Phone: +8802-9564515

NO.HO/HRMD/OMD/SEC-2/(PF-14655)/**10968(1-6)** Dated : 29 AUGUST, 2018

MD.WAHED SAYEM (C-38236)
(Passport No-BQ 0278277)
Principal Officer (Manager)
Sonali Bank Limited
Amjhupi Branch
Meherpur, Bangladesh.

Subject : Sanction of 20 days leave (Outside Bangladesh) with full pay for Medical Treatment in India.

Dear Sir,

Reference may please be made to the letter No.2462 dated the 08 August, 2018 of General Manager's Office, Faridpur on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Faridpur the authority has sanctioned 20 days leave (outside Bangladesh) with full pay from the date of availing with a permission for Medical Treatment in India under the following terms & conditions:-

a) You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited/Government of Bangladesh.
b) This sanctioned leave will be treated as Leave outside Bangladesh.
c) Staying abroad over the sanctioned leave is strictly prohibited.
d) This sanctioned letter will remain valid for 03(three) months from the date of issue.

Yours faithfully,

Sd/-

(Md. Nurullah Khan)
Assistant General Manager
Phone: +8802-9551121

Copy forwarded for kind information & necessary action to:-

01. General Manager, Sonali Bank Limited, General Manager's Office, Faridpur. As per their proposal Mr. Md Wahed Sayem (C-38236), Principal Officer, Amjhupi Branch, Meherpur will hold the charge of Manager temporarily on leave of of Mr.Md. Kamruzzaman (C-40134).
02. Deputy General Manager, Information Technology Division (Business IT), Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the Leave (Outside Bangladesh) sanction letter in the Bank's website.
03. Deputy General Manager, Sonali Bank Limited, Principal Office, Chuadanga with a request to send us the related joining report of the above officer specifying the date of leave availed.
04. Manager, Sonali Bank Limited, Amjhupi Branch, Meherpur.
05. Immigration Officer, All Airports/All Land Ports, Bangladesh.
06. Mr. Md. Kamruzzaman (C-40134), Officer, Sonali Bank Limited, Amjhupi Branch, Meherpur.

Assistant General Manager

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