



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  
30.08  
Phone: +8802-9564515

4395

For: MMR

NO.HO/HRMD/OMD/SEC-2/(PF-11959)/10967(1-6)

JOYANTA KUMAR SARKAR (G-36092)

(Passport No-OC 0121729)

Principal Officer (Manager)

Sonali Bank Limited

Monigram Branch, Rajshahi

Bangladesh.

১. উপস্থাপন করান	Dated : 29 AUGUST, 2018
২. মাসোপ করান	
৩. কাজে ফেরত দিন	
৪. কাজের সময়	
৫. কাজে ফেরত পত্রকেপ দিন	
৬. .......দিতেই ফেরত সম্পাদন করুন	

চেপ্তি মোহাম্মদ ম্যানেজার

**Subject : Sanction of 20 days leave (Outside Bangladesh) with full pay to visit in India.**

Dear Sir,

Reference may please be made to the letter No.3250 dated the 05 August, 2018 of General Manager's Office, Rajshahi on the captioned subject.

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

- You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited/Government of Bangladesh.
- This sanctioned leave will be treated as Leave outside Bangladesh.
- Staying abroad over the sanctioned leave is strictly prohibited.
- 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:-**

- General Manager, Sonali Bank Limited, General Manager's Office, Rajshahi. As per their proposal Mr. Joyanta Kumar Sarkar (G-36092), Principal Officer, Monigram Branch, Rajshahi will hold the charge of Manager temporarily on leave of of Mr.Md.Mahfujur Rahman (C-40017).
- 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.
- Deputy General Manager, Sonali Bank Limited, Principal Office, Rajshahi with a request to send us the related joining report of the above officer specifying the date of leave availed.
- Manager, Sonali Bank Limited, Monigram Branch, Rajshahi.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.
- Mr.Md.Mahfujur Rahman (C-40017), Officer, Sonali Bank Limited, Monigram Branch, Rajshahi

10967

Assistant General Manager

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