



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

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

Head Office, Dhaka-1000, Bangladesh.

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Deputy General Manager
সোনালী ব্যাংক লিমিটেড
ফোন: +8802-9564515
তারিখ: 03-09-2018
Dated: 30 AUGUST, 2018
সি: HRMD
১. উপস্থাপন করুন
২. আবেদন করুন
৩. ছুটি জরুরি দিন
৪. নির্ধারিত দিন
৫. মনোনীত কর্মকর্তার নিন
৬. নির্ধারিত নীতি মত মতামত করুন
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অনুমতি প্রদানের ম্যানেজার

NO.HO/HRMD/OMD/SEC-2/(PF-19585)/ 10970 (-6)

JITENDRO NATH SARKER (G-27101)

(Passport No-BK 0989324)

Principal Officer (Manager)

Sonal Bank Limited

Rajarhat Branch, Kurigram

Bangladesh.

Subject : Sanction of 30 days leave (Outside Bangladesh) with full pay to visit in India.

Dear Sir,

Reference letter No. 5937 dated the 01 August, 2018 of General Manager's Office, Rangpur, on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Rangpur the authority has sanctioned 30 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, Rangpur. As per their proposal Mr. Ahammad Ali (G-25389), Principal Officer, Rajarhat Branch, Kurigram will hold the charge of Manager temporarily on leave of of Mr. Jitendro Nath Sarker.
- 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, Kurigram with a request to send us the related joining report of the above officer specifying the date of leave availed.
- Manager, Sonali Bank Limited, Rajarhat Branch, Kurigram.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.
- Mr. Ahammad Ali (G-25389), Principal Officer, Sonali Bank Limited, Rajarhat Branch, Kurigram

Assistant General Manager

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