



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

Head Office
Motijheel
Dhaka, Bangladesh.

Human Resource Management Division
Officer Management Department(Section-1)
e-mail : dgmhrmd@sonalibank.com.bd
☎ : 8802-956415, 9551121, 01552325317

NO.HRMD/OMD/SEC-1/11157

Dated : 04 September, 2018

Mr. Md. Arifuzzaman (G-36459)
Senior Principal Officer (Manager)
Sonali Bank Limited
Jibannagar Branch
Chuadanga, Bangladesh.

ইনফরমেশন টেকনোলজি ডিভিশন(বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ: 05.09.2018
ক্রমিক নং/সি.এস.নং/সি.এস.নং/সি.এস.নং (আইটি)
১. উপস্থাপন করুন
২. মাসিক করণ
৩. প্রাপ্তি তারিখ
৪. বৈধতা সময়
৫. কোনো অতিরিক্ত প্রয়োজন দিন
৬. ...বিভাগে কাজে দায়িত্ব নিয়ন্ত্রণ করুন
৪/

Dear Sir,

Subject: Sanction of 15 days leave (outside Bangladesh) with full pay to visit India.

Reference may please be made to the letter no. 2516 dated 13 August, 2018 of Sonali Bank Limited, General Manager's Office, Faridpur on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, the authority has sanctioned 15 days leave (outside Bangladesh) including transit period and government/weekly holidays from the date of availing with a permission to visit India under the following terms & conditions:

Conditions :

1. You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited & Government of Bangladesh.
2. It will be treated as leave outside Bangladesh.
3. Over stay in abroad will not be allowed.
4. This sanction letter will remain valid for 03 (three) months from the date of issue.

As per approval of the authority Mr. Md. Shafayet Ali, Senior Officer, Jibannagar Branch, Chuadanga will take over the charges of the branch temporarily during your sanctioned leave period.

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, Faridpur.
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, 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, Jibannagar Branch, Chuadanga.
05. Mr. Md. Shafayet Ali, Senior Officer, Sonali Bank Limited, Jibannagar Branch, Chuadanga.
06. 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.