



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-19091)/

MD JAHIDUZZAMAN (C-42911)

(Passport No-BX 0234981)

Principal Officer (Manager)

Sonali Bank Limited

Rajbari Thana Complex Branch

Rajbari, Bangladesh.

সোনালী ব্যাংক লিমিটেড	ডেপুটি জেনারেল ম্যানেজার
১. সোনালী ব্যাংক লিমিটেড	
২. ডি. জি. এম. ডিভিশন	
৩. অফিসার ম্যানেজমেন্ট বিভাগ	
৪. রাজবরী থানা কমপ্লেক্স শাখা	
৫. পাসপোর্ট নং: BX 0234981	
৬. ছুটিসহ ছুটিসহ ছুটিসহ	

Dated : 05 SEPTEMBER, 2019

Mr Partha, Eng.

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

Dear Sir,

Reference may please be made to the letter No. 1684 dated the 06 August, 2019 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 15 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, Faridpur. As per their proposal Mr. Md. Solyman Mulla (C-40083), Senior Officer, Rajbari Thana Complex Branch, Rajbari will hold the charge of Manager temporarily on leave of of Mr.Md Jahiduzzaman.
- 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.
- Assistant General Manager, Sonali Bank Limited, Regional Office, Rajbari with a request to send us the related joining report of the above officer specifying the date of leave availed.
- Manager, Sonali Bank Limited, Rajbari Thana Complex Branch, Rajbari.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.
- Mr. Md. Solyman Mulla (C-40083), Senior Officer, Sonali Bank Limited, Rajbari Thana Complex Branch, Rajbari.

Assistant General Manager

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