



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office

Motijheel

Dhaka, Bangladesh.

Human Resource Management Division

Officer Management Department(Section-1)

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ইনফরমেশন টেকনোলজি ডিভিশন(বিস্তারিত-স্বীকৃতি)

সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, মতিঝিল

তারিখ: 12.09.18

০১:০০/০, ০১:০০/০, ০১:০০/০, ০১:০০/০

Dated : 12 September, 2018

১. উপস্থাপন করুন
২. মাসের কমান
৩. প্রত্যেক সপ্তাহের দিন
৪. প্রতি সপ্তাহের কমান
৫. সরকারী/স্বাক্ষরিত পত্রের দিন
৬.দিনের মধ্যে সম্পাদন করুন

ডেপুটি জেনারেল ম্যানেজার

NO. HRMD/OMD/SEC-1/11619

Mr. Mohd Rabiul Alam (G-34926)
Assistant General Manager
Small and Medium Enterprise (SME) Division
Sonali Bank Limited
Head Office
Dhaka, Bangladesh.

Dear Sir,

Subject : **Sanction of 04 days Earn leave (outside Bangladesh) with full pay to visit India.**

Reference may please be made to the letter no. 1941 dated 28 August, 2018 of Small and Medium Enterprise (SME) Division, Sonali Bank Limited, Head Office, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and divisional recommendation, the authority has sanctioned 04 days Earn 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 Earn 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.

Yours Faithfully,

Sd/-

(Md. Nurullah Khan)

Assistant General Manager

Copy forward for kind information & necessary action to:

- 01) 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.
- 02) The Deputy General Manager, Small and Medium Enterprise (SME) Division, Sonali Bank Limited, Head Office, Dhaka, with a request to send us the related joining report of the above Executive specifying the date of leave availed.
- 03) . 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.