

NO.HRMD/OMD/SEC-1/12319

Ms. Mafruha Chowdhury (G-35840)
Senior Principal Officer
Human Resource Development Division
Sonali Bank Limited
Head Office
Dhaka, Bangladesh.

Dear Sir,

Subject : **Sanction of 10 days outside Bangladesh leave with full pay to visit Malaysia.**

ই-কন্সেন্সন টেকনোলজি ডিভিশন/ই-কন্সেন্সন
সোনালী ব্যাংক লিমিটেড, ঢাকা কার্যালয়, ঢাকা
তারিখ: 01.10.18
ক্রম: ১২/০, এলপিওপি, এমআইসি, ডিআই (সিআই)

Dated: 30 September, 2018

১. উপস্থাপন করুন
২. আলোচন করুন
৩. প্রকৃত জবাব দিন
৪. মর্মেত্ব করুন
৫. প্রয়োজনীয় পদক্ষেপ দিন
৬.দিনের মধ্যে সম্পাদন করুন

তেপুটি কোর্সেলেস ম্যানেজার

Ms. Partha, Engg(IT)
P.S. 01/10/2018

Reference may please be made to the letter no. 2277 dated 19 September, 2018 of Human Resource Development 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 10 days earned leave (outside Bangladesh) including transit period and government/weekly holidays from the date of availing with a permission to visit Malaysia 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. The Period of traveling will be adjusted from earned leave.
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, Human Resource Development Division, Sonali Bank Limited, Head Office, Dhaka, with a request to send us the related joining report of the above officer specifying the date of leave availed.
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. 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.