



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

Phone: +8802-9564515

NO.HO/HRMD/OMD/SEC-2/(PF-22591)/

S M SAKHAWAT HOSSAIN (G-27073)

(Passport No-BP 0354741)

Principal Officer

Sonali Bank Limited

Dinajpur Corporate Branch, Dinajpur
Bangladesh.

সোনালী ব্যাংক লিমিটেড
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা

তারিখ: 02-10-2018

সংস্করণ: ১/২০, এমপিওসি, সোনালী ব্যাংক লিমিটেড

১. উপস্থাপন করুন
২. তালিকা করুন
৩. প্রাপ্তি জবাব দিন
৪. নাথাকলে করুন
৫. প্রয়োজনে পদক্ষেপ দিন
৬.দিনের মধ্যে সম্পাদন করুন

ডেপুটি সেকেন্ডারি ম্যানেজার

Dated : 01 OCTOBER, 2018

Mr. Partha, Engr (IT)
P.S. HR
02/10/2018

Subject : Sanction of 20 (Twenty) days leave (Outside Bangladesh) with full pay to visit in India.

Dear Sir,

Reference may please be made to the letter No.6744 dated the 03 September, 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 20 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.
- 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, Dinajpur.
- Assistant General Manager, Sonali Bank Limited, Dinajpur Corporate Branch, Dinajpur with a request to send us the related joining report of the above officer specifying the date of leave availed.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.

Assistant General Manager

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