



Sonali Bank Limited

Netrokona Branch, Netrokona

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হিসাবরক্ষণ টেকনোলজি ডিভিশন/বিজ্ঞান বিভাগ
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: 03.10.2018
এসি.এম-1/2/5, এসপিও/পি, প্রোগ্রামার/পি, ইঞ্জিনিয়ার/পি

১. উপস্থাপন করুন
২. আশপ করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ দিন
৬.দিনের মধ্যে সম্মাদন করুন

ডেপুটি সেকেন্ডারি ম্যানেজার

Mr. Partha Prohm, Engr (IT)
P.B. 03/10/2018

No:NET/ESTT/LEAVE/
Date: 27 September 2018

Mr. Prodip Ranjan Kar (G-24172)
(Pass Port No-BP 0985099)
Principal Officer
Sonali Bank Ltd
Netrakona Branch
Netrakona.

Subject: Sanction of 30 (thirty) days leave (Outside Bangladesh) with fullpay to visit India.

Dear Sir,

In Consideration of your application regarding the captioned subject, the authority has sanction 30 (Thirty) days leave (Outside Bangladesh) with fullpay to visit India vide their letter No.HO/HRMD/OMD/SEC-02/(PF-12141)/11867, dated 18 September, 2018 under the following terms and 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 sanction leave will be treated as leave outside Bangladesh.
- Staying abroad over the sanction leave is strictly prohibited.

Now as per approval of head office and your application dated 26 September, 2018 you have been sanctioned 30(Thirty) days leave (Outside Bangladesh) with effect from 28-09-2018 to 27-10-2018 and relieved from your duties as at the close of business to day with instruction to report back in time.

Yours Faithfully

sd/-

(Gopal Chakroborty)
Asstt. General Manager

Copy for kind information and necessary action to:-

- 01.The General Manager, Sonali Bank Limited, General Manager's Office, Mymensingh.
- 02.The Deputy General Manager, Human Resource Management Division, Officer Management Department (Sec-2), Sonali Bank Limited, Head Office, Dhaka:
03. The Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka.
04. Immigration Officer, All Airports/All Land ports, Bangladesh.
05. Personal File/Office Copy.

Asstt. General Manager
Gopal Chakroborty
Asstt. Genl. Mgr (O&I)
Assistant General Manager
Sonali Bank Limited
Netrokona Branch