



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION
(SECTION-4)

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No. HRMD/SEC-4/PF- 17289/12473

MR. MD SHAHAJAHAN
Officer
Index No : G-33644
Passport No : BX 0032223
Sonali Bank Limited
Brahmanpara Branch
Cumilla.

ইনফরমেশন প্রকৌশল ডিভিশন (বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: 07/10/2018
ক্রমিক নং: ১/২/৩, প্রশাসন/সি. প্রোগ্রাম/সি. ইআই (সিআই)
১. উপস্থাপন করুন
২. আলোচন করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬.দিনের মধ্যে সম্পাদন করুন
ডেপুটি জেনারেল ম্যানেজার

Date: 07/10/2018

Mr. Partha, Engr (IT)
P/S
07/10/2018

Subject: Sanction of 30(Thirty) days leave(Outside Bangladesh) with full pay from the date of availment to visit the holy places in India.

Dear Sir,

Reference letter no. 4522 dated the 17th September , 2018 of Sonali Bank Limited, General Manager's Office, Cumilla on the captioned subject .

We advise that in consideration of your application and recommendation of Sonali Bank Limited, General Manager's Office, Cumilla, the authority has sanctioned 30(Thirty) days leave(Outside Bangladesh) with full pay from the date of availment with the permission to visit the holy places in India under the following terms and conditions :

1. You have to bear the expense of the proposed visit. There will be no financial involvement of Sonali Bank Limited /Government of people's Republic of Bangladesh.
2. It will be treated as "Leave outside Bangladesh".
3. **Staying abroad over the sanctioned leave will not be allowed at all.**
4. **This sanction letter will remain valid for 03 (Three) months from the date of issuance.**

Yours Faithfully

Sd /-

(Md. Jahangir Hossain)
Assistant General Manager

Copy forwarded for kind information and necessary action :

1. General Manager, Sonali Bank Limited, General Manager's Office, Cumilla.
2. Deputy General Manager, Information Technology Division(Business IT), Sonali Bank Limited, Head Office, Dhaka.
3. Deputy General Manager, Sonali Bank Limited, Principal Office, Cumilla.
4. Manager, Sonali Bank Limited, Brahmanpara Branch, Cumilla.
5. Immigration Officer, Hazrat Shahjalal(Rh.) International Airport, Dhaka, Bangladesh.
6. Immigration Officer, All Other International Airports / Land ports, Bangladesh.
7. Personal File / Master Copy .

Assistant General Manager
Md. Jahangir Hossain
Assistant General Manager (A-2118)
Human Resource Management Division
(Section-3&4)
Sonali Bank Limited
Head Office, Dhaka.

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