



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

+8802-9564515

NO.HO/HRMD/OMD/SEC-2/(PF-13688)/

Dated : 08 OCTOBER, 2018

MATILAL MALAKAR (C-37634)

(Passport No-BW 0002226)

Principal Officer (Manager)

Sonali Bank Limited

Gowainghat Branch, Sylhet

Bangladesh.

সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা

তারিখ: ০৯.১০.১৮

স্মারক: ১/১/১৩, এনপিও/সি. সোমস্বয়ং/সি. ই.ই.সি.সি.

১. উপস্থাপন করুন
২. আদ্যাপ করুন
৩. প্রস্তুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬.দিনের মধ্যে সম্পন্ন করুন

৯/

ডেপুটি জেনারেল ম্যানেজার

৫১৩

Mrs. Partha, Eng (IT)

Pls. RR

09/10/2018

Subject : Sanction of 30 days leave (Outside Bangladesh) with full pay to visit in India.

Dear Sir,

Reference may please be made to the letter No.2844 dated the 10 September, 2018 of General Manager's Office, Sylhet on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Sylhet the authority has sanctioned 30 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, Sylhet. As per their proposal Mr.Mohammad Abdul Kader (C-39728), Senior Officer, Gowainghat Branch, Sylhet will hold the charge of Manager temporarily on leave of of Mr. Matilal Malakar.
- 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, Sylhet with a request to send us the related joining report of the above officer specifying the date of leave availed.
- Manager, Sonali Bank Limited, Gowainghat Branch, Sylhet.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.
- Mr.Mohammad Abdul Kader (C-39728), Senior Officer, Sonali Bank Limited, Gowainghat Branch, Sylhet.

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Assistant General Manager

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