



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION

OFFICER MANAGEMENT DEPARTMENT

(SECTION-2)

Head Office, Dhaka-1000, Bangladesh.

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General Manager

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NO.PMD/HRMD/SEC-2/(PF-18470)/

UMMA HABIBA (C-41468)
(Passport No-BM 0660939)
Principal Officer
Sonali Bank Limited
Local Office, Dhaka
Bangladesh.

সোনালী ব্যাংক লিমিটেড (সোনালী ব্যাংক লিমিটেড) (সোনালী ব্যাংক লিমিটেড) (সোনালী ব্যাংক লিমিটেড)
তারিখ: 18.10.18
১. উপস্থাপন করুন
২. মাসিক করুন
৩. পূর্ণ জবাব দিন
৪. পরিশোধ করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬. ...বিভাগে মধ্যে সম্পাদন করুন
ডেপুটি চেম্বারের ম্যানেজার

Dated : 15 OCTOBER, 2018

Subject : Sanction of 05 (Five) days leave (Outside Bangladesh) with full pay to visit in Turkey.

Dear Sir,

Reference may please be made to the letter No. 2017 dated the 27 September, 2018 of Sonali Bank Limited, Local Office, Dhaka on the captioned subject.

We have to advise that in consideration of your application and recommendation Sonali Bank Limited, Local Office, Dhaka the authority has sanctioned 05 days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit in Turkey 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, Local Office, Dhaka with a request to send us the related joining report of the above officer specifying the date of leave availed.
- 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.
- Immigration Officer, All Airports, Bangladesh.

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