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

ইনফরমেশন টেকনোলজি বিভাগ (বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ: 21.10.18 নম্বর:
এটি ফরওয়ার্ড/ডি, এমসিএ/টি, রেজিস্টার্ড/সিসি/ডিসি/ডিসি
১. উপস্থাপন করুন
২. আলাপ করুন
৩. দ্রুত ব্যবস্থা নিন
৪. সংরক্ষণ করুন
৫. প্রয়োজনীয় ব্যবস্থা নিন
৬. .....দিনের মধ্যে সম্পাদন করুন
ডেপুটি জেনারেল ম্যানেজার

NO.HO/HRMD/OMD/SEC-2/(PF-17983)/ **Dated : 18 OCTOBER, 2018**

MOHAMMAD MONOWAR HOSSAIN (C-42021)
(Passport No-OC 7169137)
Principal Officer (Manager)
Sonali Bank Limited
Dumuria Branch, Khulna
Bangladesh.

Subject : Sanction of 10 (Ten) days leave (Outside Bangladesh) with full pay to visit in India.

Dear Sir,

Reference may please be made to the letter No.6117 dated the 08 October, 2018 of General Manager's Office, Khulna on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Khulna the authority has sanctioned 10 days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit in India under the following terms & conditions:-

a) You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited/Government of Bangladesh.

b) This sanctioned leave will be treated as Leave outside Bangladesh.

c) Staying abroad over the sanctioned leave is strictly prohibited.

d) 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:-

01. General Manager, Sonali Bank Limited, General Manager's Office, Khulna. As per their proposal Mr.Ranjit Bairagi (G-23995), Principal Officer, Dumuria Branch, Khulna will hold the charge of Manager temporarily on leave of of Mr. Mohammad Monowar Hossain.

13146(2) 02. 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.

03. Deputy General Manager, Sonali Bank Limited, Principal Office, Khulna with a request to send us the related joining report of the above officer specifying the date of leave availed.

04. Manager, Sonali Bank Limited, Dumuria Branch, Khulna.

05. Immigration Officer, All Airports/All Land Ports, Bangladesh.

06. Mr.Ranjit Bairagi (G-23995), Principal Officer,Sonali Bank Limited,Dumuria Branch, Khulna.

Assistant General Manager

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