



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

NO.HO/HRMD/OMD/SEC-2/(PF-18078)/

A S M RASHEDUZZAMAN (C-41550)

(Passport No-OC 5152140)

Principal Officer (Manager)

Sonali Bank Limited

Sheikhpura Branch, Dinajpur

Bangladesh.

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৫৫৬৬

৬-১১-১৮

১. উপস্থাপন করুন
২. আলোচন করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় ব্যবস্থা গ্রহণ করুন
৬.দিনের মধ্যে সম্পাদন করুন

ডেপুটি প্রিন্সিপ্যাল ম্যানেজার

Dated : 24 OCTOBER, 2018

Subject : Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit in India.

Dear Sir,

Reference may please be made to the letter No.7599 dated the 04 October, 2018 of General Manager's Office, Rangpur on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Rangpur the authority has sanctioned 15 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, Rangpur. As per their proposal Mrs.Chinmayee Adhikari (C-45837), Senior Officer, Sheikhpura Branch, Dinajpur will hold the charge of Manager temporarily on leave of of Mr. A S M Rasheduzzaman.
- 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, Dinajpur with a request to send us the related joining report of the above officer specifying the date of leave availed.
- Manager, Sonali Bank Limited, Sheikhpura Branch, Dinajpur.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.
- Mrs.Chinmayee Adhikari (C-45837), Senior Officer, Sonali Bank Limited, Sheikhpura Branch, Dinajpur.

Assistant General Manager

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