



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office
Motijheel, Dhaka

Human Resource Management Division

Staff Management Department (Section-6)

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NO-HRMD/SMD-06/PF-AOG-2(IT)-EX-581/13689

Dated : 29 October, 2018

MOHAMMED NAZIM UDDIN (G-11877)

(PRL dated 25.07.2018)

(Passport No. OC 1101850)

Assistant Officer Grade-2 (IT)

Establishment and Engineering Division

(Central Dispatch)

Sonali Bank Limited

Head Office

Dhaka.

ইনফরমেশন টেকনোলজি ডিভিশন (বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: 30.10.18 নম্বর: 1742
ক্রি.এন-১/২/৩, এনপিও/সি. প্রোগ্রামার/সি. ইঞ্জিনিয়ার (আইটি)
১. উপস্থাপন করুন
২. আলাপ করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পত্রাদান দিন
৬. নিম্নের ক্ষেত্রে সম্মত/অসম্মত করুন
স্বাক্ষর: Md. Delwar Hossain Sarder
সিনিয়র জেনারেল ম্যানেজার

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

Reference may please be made to the letter no. 107 dated 30.09.2018 of Establishment of Engineering Division (Central Dispatch), Sonali Bank Limited, Head Office, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and the recommendation of Establishment of Engineering Division (Central Dispatch), Sonali Bank Limited, Head Office, Dhaka, the authority has pleased to sanction you 30(Thirty) days leave (Outside Bangladesh) from the date of 01.11.2018 to 30.11.2018 or from the date of avilment with a permission to visit India under the following terms & conditions :

Conditions :

- 01) You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited/Government of Bangladesh.
- 02) It will be treated as “Leave-outside Bangladesh”.
- 03) **Over stay in abroad will not be allowed.**
- 04) This sanctioned letter will be valid for 3 (Three) months from the date of issue.

Yours Faithfully,

Sd/-

(Md. Delwar Hossain Sarder)

Assistant General Manager

Copy forwarded for kind information & necessary action to :

- 01) The Deputy General Manager, Establishment of Engineering Division (Central Dispatch), Sonali Bank Limited, Head Office, Dhaka. It has a reference to their letter no.107, dated 30.09.2018
- 02) The Deputy General Manager, Information and 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) The Immigration Officer, All Land Ports/All Airports, Bangladesh.
- 04) Personal File

Assistant General Manager
Md. Delwar Hossain Sarder
Assistant General Manager
Human Resource Management Division
Sonali Bank Limited
Head Office, Dhaka.