



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-19926)/

**SHIRIN AKTER (C-43963)**  
(Passport No-BP 0106786)  
Principal Officer  
Sonal Bank Limited  
Jhikatola Branch, Dhaka  
Bangladesh.

ইনফরমেশন টেকনোলজি ডিভিশন (বিসনেস আইটি)  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা

তারিখ: 20.10.2018

এক্সেস-1/2/3, এক্সেস/সি, প্রোগ্রাম/সি/ইটি (সি/ইটি)

১. উপস্থাপন করান  
২. অ্যাপ্রোব করান  
৩. ছুট জবাব দিন  
৪. নথিভুক্ত করান  
৫. প্রয়োজনের পরামর্শ দিন  
৬. নিয়ন্ত্রণ/সি/ইটি সফল/সি/ইটি করান

ডেপুটি ডেপুটি ম্যানেজার

Dated : 29 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.4423 dated the 14 October, 2018 of General Manager's Office, Dhaka-2 on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Dhaka-2 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, Dhaka-2, Dhaka.
- 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, Dhaka West, Dhaka.
- Manager, Sonali Bank Limited, Jhikatola Branch, Dhaka with a request to send us the related joining report of the above officer specifying the date of leave availed.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.

**Assistant General Manager**

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