সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION
OFFICER MANAGEMENT DEPARTMENT
(SECTION-2)

Head Office, Dhaka-1000, Bangladesh.
Phone: +8802-9550426-34
Fax: +88-02-9561409
E-mail:dgmhrmd@sonalibank.com.bd
Deputy General Manager
Phone: +8802-9564515

ইনভেস্টমেন্ট টেকনোলজি ডিভিশন (বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ 01.11.18 বঙ্গাব্দ.....
এজিএম-১/২/৩/ এসপিও/সি মোহাম্মদী, ডিজিএম (আইটি)
১. উপস্থাপন করুন
২. আলাপ করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬. .....দিনের মধ্যে সম্পাদন করুন
ডেপুটি জেনারেল ম্যানেজার

NO.HO/HRMD/OMD/SEC-2/(PF-13528)/ **Dated :** 01 November, 2018

LASKER SHIFUZZAMAN (C-37208)
(Passport No-BN 0441203)
Principal Officer
Sonali Bank Limited
Principal Office, Khulna
Bangladesh.

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.6253 dated the 15 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 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:-

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.

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

Assistant General Manager

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