



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

NO.HO/HRMD/OMD/SEC-2/(PF-13031)/

MD MUKLESUR RAHMAN (G-24161)

(Passport No-BX 0121747)

Principal Officer

Sonali Bank Limited

Nakla Branch, Sherpur

Bangladesh.

ইনফরমেশন টেকনোলজি ডিভিশন
সোনালী ব্যাংক লিমিটেড প্রধান কার্যালয়, ঢাকা

তারিখ: ০৪/১১/১৮

এসিএম-২/৩, এসপিও/সি, প্রোগ্রামিং ইউ (সিএস)

১. উপস্থাপন করুন
২. আনুগত্য করুন
৩. প্রাপ্ত করুন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় নথি সংগ্রহ নিন
৬.দিনের মধ্যে সম্পাদন করুন

ডেপুটি মেনেজার ম্যানুজার

Dated : 01 November, 2018

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

Dear Sir,

Reference may please be made to the letter No.2951 dated the 17 October, 2018 of General Manager's Office, Mymensingh on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Mymensingh the authority has sanctioned 30 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, Mymensingh.
- 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, Regional Office, Sherpur.
- Manager, Sonali Bank Limited, Nakla Branch, Sherpur 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
Sonali Bank Limited
Head Office, Dhaka