



**সোনালী ব্যাংক লিমিটেড**  
**SONALI BANK LIMITED**

Head Office  
Motijheel  
Dhaka, Bangladesh.

**Human Resource Management Division**  
**Officer Management Department(Sec-1)**  
e-mail : dgmhrmd@sonalibank.com.bd  
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NO. HRMD/OMD/SEC-1/14095

সনালী ব্যাংক লিমিটেড (বিজনেস আইটি)  
কেন্দ্রীয় ব্যাংক লিমিটেড, প্রধান কার্যালয়, মোতিহিল, ঢাকা

তারিখ: 07.11.18  
Dated : 07 November, 2018

১. উপস্থাপন করুন  
২. আলোচন করুন  
৩. স্রুত জরুর দিন  
৪. নথিভুক্ত করুন  
৫. প্রয়োজনীয় পদক্ষেপ নিন  
৬. ....দিনের মধ্যে সম্পাদন করুন

১০: ২০১৮

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ডেপুটি ম্যানেজিং ম্যানেজার

Ms. Kabita Kalpana Lata (G-28487)  
Deputy General Manager  
Information Technology Division  
(Business IT)  
Sonali Bank Limited  
Head Office  
Dhaka, Bangladesh.

Sir,

Subject : **Sanction of 04 days outside Bangladesh leave with full pay to visit India.**

Reference may please be made to the letter no. 1926 dated 22 October, 2018 of Information Technology Division (Business IT), Sonali Bank Limited, Head Office, Dhaka on the captioned subject.

We have the pleasure to advise you that in consideration of your application and Divisional recommendation, the Board of Directors of Sonali Bank Limited in their 606th meeting held on 05 November, 2018 has sanctioned 04 days outside Bangladesh leave including transit period and government/ weekly holidays from the date of availing with a permission to visit India under the following terms & conditions:

**Conditions:**

- 1) You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited & Government of Bangladesh.
- 2) The Period of traveling will be adjusted from earned leave.
- 3) Over stay in abroad will not be allowed.
- 4) This sanction letter will remain valid for 03 (three) months from the date of issue.

As per approval of the authority MR. MD. MAS-U-DUR RAHMAN, Deputy General Manager, Information Technology Division (Infrastructure IT), Head Office, Dhaka will take over the charges of the Information Technology Division (Business IT) temporarily during your leave period.

Yours Faithfully,

Sd/-

(Md. Nurullah Khan)

Assistant General Manager

**Copy forward for kind information & necessary action to :**

01. The Chief Information Technology Officer, Information Technology Division, Sonali Bank Limited, Head Office, Dhaka, with a request to send us the related joining report of the above Executive specifying the date of leave availed.
02. The Deputy General Manager, Information Technology Division (Business IT), Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the letter in the Bank's website.
03. MR. MD. MAS-U-DUR RAHMAN, Deputy General Manager, Information Technology Division (Infrastructure IT), Sonali Bank Limited, Head Office, Dhaka.
04. Immigration Officer, All Airports, Bangladesh.

Assistant General Manager

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