



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

Principal Office, Khulna, Bangladesh
Sonali Bank Bhaban, Khulna-9100
Phone: 041-720493, 722263, 2831942
E-Mail: sbpokhul@gmail.com

NO: POK/PMD/OB/
DATED: 21.10.2018

Manager
Sonali Bank Limited,
Phultaia Branch
Khulna,

১. উপস্থাপন করণ
২. অলাপ করণ
৩. সূত্র প্রবেশ দিন
৪. সিদ্ধান্ত গ্রহণ
৫. প্রয়োজনীয় পদক্ষেপ দিন
৬.দিনের মধ্যে প্রাপ্তকাল করণ

১১-১১-১৮ ৫৪৭৭

১০:০০

Subject:-Sanction of 20(Twenty) days leave(Outside Bangladesh) with full pay to visit India Mr. Sumon Saha (C-37265), Principal Officer, Sonali Bank Limited, Phultaia Branch, Khulna, Bangladesh.

Dear Sir,

Reference your letter no ফুল/ছুটি/সুমন/৩৬৭ dated 08.07.2018 we would like to inform you that as per your recommendation Human Resource Management Division, Officer Management Department, Sec-2, Sonali Bank Limited, Head Office, Dhaka has sanctioned Mr. Sumon Saha(C-37265), Principal Officer 20(Twenty) days leave (out side Bangladesh) with full pay from the date of availing with a permission to visit India vide their letter no. HRMD/OMD/SEC-2/(PF-14113)/13139(3) Dated: 15.10.2018 under the following terms & conditions:

Conditions:

1. You will have to bear all expenses of the Proposed visit. There will be no financial involvement of Sonali Bank Limited/Govt. of Bangladesh.
2. This sanctioned leave will be treated as leave outside Bangladesh.
3. Staying abroad over the sanctioned leave is strictly prohibited.
4. This sanctioned letter will remain valid for 03(three)months from the date of issue.

Yours faithfully,

sd/-***

(Md. Shahidul Alam)

Asstt. General Manager(Incharge)

Copy forwarded for kind information & necessary action:

01. General Manager, Sonali Bank Limited, General Manager's Office, Khulna.
02. Deputy General Manager, Information Technology Division-IT Business, Sonali Bank Limited, Head Office, Dhaka.
03. Deputy General Manager, Human Resource Management Division, Officer Management Department (Section 2), Sonali Bank Limited, Head Office, Dhaka.
04. Immigration Officer, All Airports & Landports of Bangladesh.
05. Mr. Sumon saha(C.37265) Principal Officer, Sonali Bank Limited, Phultaia Br. Khulna.
06. Personal File.
07. Office Copy.

Asstt General Manager(Incharge)