



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

সোনালী ব্যাংক লিমিটেড
সিনিয়র প্রধান কর্মকর্তার কার্যালয়, ঢাকা।
তারিখ: 21.10.18
ক্রমিক নং: ৩৪৬
১. উপস্থাপিত কার্য
২. আলোচ্য করণ
৩. শেষ স্বাক্ষর দিন
৪. বিবেচিত করণ
৫. প্রয়োজনীয় পত্রাদেশ দিন
৬. ...দিনের মধ্যে সম্পাদন করণ
স্বাক্ষর: M. Hafizur Rahman
তারিখ: 21.10.18

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,
Fulbarigate Branch
Khulna,

Subject: -Sanction of 15(Fifteen) days leave(Outside Bangladesh) with full pay to visit India Mr. Kongkon Kumar Dutta(G-36393), Senior Principal Officer, Sonali Bank Limited, Fulbarigate Branch, Khulna, Bangladesh.

Dear Sir,

Reference your letter no এসবিএল/ফুল/বহিঃবাংগ্লেট/৩৪৬ dated the 09.09.2018 we would like to inform you that as per your recommendation Human Resource Management Division, Officer Management Department, Sec-1, Sonali Bank Limited, Head Office, Dhaka has sanctioned Mr. Kongkon Kumar Dutta(G-36393), Senior Principal Officer 15(Fifteen) 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-1/13236/, Dated: 16.10.2018 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. The period of traveling will be adjusted from earned leave.
3. Over stay in abroad will not be allowed.
4. This sanctioned letter will remain valid for 03(three)months from the date of issue.

As per approved of the authority Mr.Md.Hafizur Rahman,Senior Principal Officer,Sonali Bank Limited, Principal Office, Khulna will take over the charge of the Branch temporarily during your sanctioned leave period.

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 1), Sonali Bank Limited, Head Office, Dhaka.
04. Immigration Officer, All Airports & Landports of Bangladesh.
05. Mr. Kongkon Kumar Dutta(G-36393), Senior Principal Officer, Sonali Bank Limited, Fulbarigate Br.Khulna.
06. Personal File.
07. Office Copy.

Asstt.General Manager(Incharge)

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