সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED
খুলনা কর্পোরেট শাখা,খুলনা।

ফোন-০৪১-৭২২৪৩৭,৮১৩২৯৪
ফ্যাক্স-০৪১-৭২০৫০৮
তার-জাতীয় খুলনা
ই-মেইল-sbkhulcorp@gmail.com

No.SBL/KHULCORP/PMD/
Dated: 11.11.2018

"Memorandum"

(Leave Outside Bangladesh)

Subject:- Sanction of 14 (Forteen) days leave (outside Bangladesh) with full pay from the date of availment to visit the holy places and meet your relatives in India: Mrs. Rita Rani Saha (G-34406), Offficer (IT), Sonali Bank Limited, Khulna Corporate Branch, Khulna.

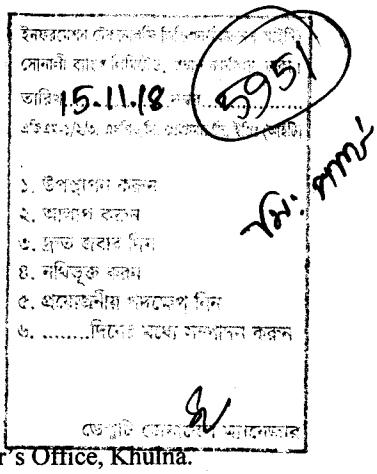
Human Resource Management Division, (Sec-4), Sonali Bank Limited, Head Office, Dhaka vide their letter No.HRMD/SEC-4/PF-23789/12748 Dated: 08.10.2018 has sanctioned Mrs. Rita Rani Saha (G-34406), Offficer (IT) 15 (Fifteen) days leave (outside Bangladesh) from the date of availing with a permission to visit India. Consequently Mrs. Rita Rani Saha has applied for permission to avail the leave from 15.11.2018 to 28.11.2018.

This is to advise that in consideration with the prayer for availing the leave and recommendation of competent authorities Mrs. Rita Rani Saha (G-34406), Offficer (IT) has been permitted to avail leave from 15.11.2018 to 28.11.2018 under the following terms & conditions:

Conditions:-

(1) You have to bear the expenses of this proposed visit.
(2) There will be no financial involvement of Sonali Bank Limited/Government of People's Republic of Bangladesh.
(3) Staying abroad over the sanctioned leave will not be allowed at all.

Mrs. Rita Rani Saha (G-34406)
Offficer (IT)
Passport No. BP 0052552
Sonali Bank Limited
Khulna Corporate Branch, Khulna.



Sd/-
(Gopal Chandra Goldar)
Deputy General Manager

Copy forwarded to:

01. General Manager, Sonali Bank Limited, General Manager's Office, Khulna.
02. Deputy General Manager, Human Resource Management Division, Officer Management Department (Section-4), SonaliBank Limited, Head Office, Dhaka.
03. Deputy General Manager, Information Tecnology Division, (Bussiness IT), Sonali Bank Limited, Head Office, Dhaka.
04. Immigration Officer, Hazrat Shahjalal (Rh.) International Airport, Dhaka, Bangladesh.
05. Immigration Officer, All Other International Airports/Land ports, Bangladesh.
06. Bivash Chandra Hawlader, Assistant General Manager, Sonali Bank Limited, Khulna Corporate Branch, Khulna.
07. Md. Abdul Azim, AOG-1 (Cash), Sonali Bank Limited, Khulna Corporate Branch, Khulna. He will do the all duties of Mrs. Rita Rani Saha during the period of leave.
08. Personal File Copy.
09. Office Copy.

Deputy General Manager