



**সোনালী ব্যাংক লিমিটেড**

**SONALI BANK LIMITED**

**HUMAN RESOURCE MANAGEMENT DIVISION  
OFFICER MANAGEMENT DEPARTMENT**

Head Office, Dhaka-1000, Bangladesh.

Phone: +8802-9550426-34

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E-mail: dgmhrmd@sonalibank.com.bd

Deputy General Manager

Phone: +8802-9564515

**(SECTION-2)**

NO.HO/HRMD/OMD/SEC-2/(PF-18415)/

Dated : **08 AUGUST, 2019**

**CHANDANA RANI SEN (C-42159)**

(Passport No-OC 2141666)

Principal Officer

Sonali Bank Limited

Court Building Branch

Faridpur, Bangladesh.

ইনফরমেশন টেকনোলজি ডিভিশন(বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ: ০৮/০৮/১৯
এজি.এম-১/২/৩, ওসপিওসি, প্রোগ্রামার/সি. ই.ইং (আইটি)
১. উপস্থাপন করুন
২. আলাপ করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬. ....দিনের মধ্যে সম্পাদন করুন
ডেপুটি জেনারেল ম্যানেজার

*Mr. Faruk Engg (15)*  
*14/1/18*

**Subject : Sanction of 10 (Ten) days leave (Outside Bangladesh) with full pay to visit in India.**

Dear Sir,

Reference may please be made to the letter No. 1552 dated the 24 July, 2019 of General Manager's Office, Faridpur on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Faridpur the authority has sanctioned 10 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, Faridpur.
- 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.
- Deputy General Manager, Sonali Bank Limited, Principal Office, Faridpur.
- Manager, Sonali Bank Limited, Court Building Branch, Faridpur 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.

*[Handwritten Signature]*

**Assistant General Manager**

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