

১. উপস্থাপন করা
২. আলাপ করা
৩. দ্রুত জবাব দেয়া
৪. নথিভুক্ত করা
৫. প্রয়োজনীয় পরিকল্পনা দেয়া
৬. দিনের মধ্যে সম্পাদন করা

ডেপুটি জেনারেল ম্যানেজার
সোনালী ব্যাংক লিমিটেড

Mr. Partha, Eng (IT)
সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED
HUMAN RESOURCE MANAGEMENT DIVISION
OFFICER MANAGEMENT DEPARTMENT
(SECTION-2)

Head Office, Dhaka-1000, Bangladesh.
Phone: +8802-9550426-34
Fax: +88-02-9561409
E-mail: dgmhrmd@sonalibank.com.bd
Deputy General Manager
Phone: +8802-9564515

NO.HRMD/OMD/SEC-2/(PF-13397)/

Dated : 07 AUGUST, 2019

ABU TARIQ SHALAH UDDIN AHMED SIDDIQUI (C-37266)

(Passport No-EA 0211267)
Principal Officer(Manager)
Sonali Bank Limited
Pulhat Branch
Dinaipur, Bangladesh.

Subject : Sanction of 30 (Thirty) days leave (Outside Bangladesh) with full pay to visit in India.

Dear Sir,

Reference may please be made to the letter No. 4985/1 dated the 21 July, 2019 of General Manager's Office, Rangpur on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Rangpur the authority has sanctioned 30 days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit in India under the following terms & conditions:-

- a) You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited/Government of Bangladesh.
- b) This sanctioned leave will be treated as Leave outside Bangladesh.
- c) Staying abroad over the sanctioned leave is strictly prohibited.
- d) 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:-

- 01. General Manager, Sonali Bank Limited, General Manager's Office, Rangpur. As per their proposal Mr.Md. Amjad Hossain (C-37434), Senior Officer, Pulhat Branch, Dinaipur will hold the charge of Manager temporarily on leave of Mr. Abu Tariq Shalah Uddin Ahmed Siddiqui.
- 02. 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. Deputy General Manager, Sonali Bank Limited, Principal Office, Dinaipur with a request to send us the related joining report of the above officer specifying the date of leave availed.
- 04. Manager, Sonali Bank Limited, Pulhat Branch, Dinaipur.
- 05. Immigration Officer, All Airports/All Land Ports, Bangladesh.
- 06. Mr.Md. Amjad Hossain (C-37434), Senior Officer, Sonali Bank Limited, Pulhat Branch, Dinaipur.

9275/2



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