



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION

OFFICER MANAGEMENT DEPARTMENT

(SECTION-2)

Head Office, Dhaka-1000, Bangladesh.

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Deputy General Manager

Phone: +8802-9564515

NO.HO/HRMD/OMD/SEC-2/(PF-18338)/

BIKRAM KISHORE DUTTA (C-41891)

(Passport No-OC 9153147)

Principal Officer(Manager)

Sonali Bank Limited

Rustomhat Branch

Chattogram, Bangladesh.

সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা। তারিখ: ১২/৮/১৯ এজিএন-১/২/৩, প্রশাসনিক, পেশাদারিক, ইন্টা (সাইট)	১. উপস্থাপন করণ ২. আলাপ করণ ৩. দ্রুত জবাব দিন ৪. নথিভুক্ত করণ ৫. প্রয়োজনীয় পত্রাক্ষেপ দিন ৬.দিনের মধ্যে সম্পাদন করণ
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ডেপুটি জেনারেল ম্যানেজার

Dated : 18 AUGUST, 2019

Mr Partho, Eng (IT)

Subject : Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit in India.

Dear Sir,

Reference may please be made to the letter No. 2856 dated the 25 July, 2019 of Sonali Bank Limited, General Manager's Office, Chattogram on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Chattogram the authority has sanctioned 15 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, Chattogram. As per their proposal Mr.Shoumitra Bhattacharjee (C-45923), Officer, Rustomhat Branch, Chattogram will hold the charge of Manager temporarily on leave of Mr. Bikram Kishore Dutta.
- 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.
- Assistant General Manager(Incharge), Sonali Bank Limited, Principal Office, Patiya, Chattogram with a request to send us the related joining report of the above officer specifying the date of leave availed.
- Manager, Sonali Bank Limited, Rustomhat Branch, Chattogram.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.
- Mr.Shoumitra Bhattacharjee (C-45923), Officer, Sonali Bank Limited, Rustomhat Branch, Chattogram.

9422(2)

(Signature)

Assistant General Manager

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