



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

Human Resource Management Division(Sec-3)
Head Office, Motijheel C/A.
Dhaka-1000. Bangladesh.
Phone : 88-02-9551121
E-Mail:sbl.hrmd3@sonalibank.com.bd

No.HRMD/SEC-3/PF/SO-21284/9662

Date : 22 August, 2019

KOHINOOR AKTER (G-33947)
Passport No. EB-0565551
Senior Officer (IT)
Central Accounts Division (Payment)
Sonali Bank Limited
Head Office, Dhaka,
Bangladesh.

ইনফরমেশন টেকনোলজি ডিভিশন(বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ: ২২/০৮/১৯
এজিএম-১/২/৩, এনপিও/সি, মোটাজ্জার হোসেন (আইটি)
৩৬৬৪
১. উপস্থাপন করুন
২. আনুগত্য করুন
৩. দ্রুত জবাব দিন
৪. দাবি তুলুন
৫. প্রয়োজনীয় সনাক্তকরণ দিন
৬. নিবেদন মতস্য সম্পাদন করুন
ডেপুটি জেনারেল ম্যানেজার

Mr. Shohub So.

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

Dear Madam,

We have the pleasure to advise that in consideration of your application and recommendation of Central Accounts Division (Payment), Sonali Bank Limited, Head Office, Dhaka the authority has sanctioned 15 (Fifteen) days leave (Outside Bangladesh) with full pay from the date of availment with a permission to visit India under the following terms and conditions:

- (1) You will have to bear all expenses of the proposed visit.
- (2) There will be no financial involvement of Sonali Bank Limited / Government of Bangladesh.
- (3) Staying abroad over the sanctioned leave will not be allowed.
- (4) This sanction letter is valid for 03 (Three) months from the date of issue.

Yours faithfully

Sd/-

(Md. Jahangir Hossain)

Assistant General Manager.

Copy forwarded for kind information & necessary action:

- ✓ 01. Deputy General Manager, Information Technology Division (Business IT), Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the leave (Outside Bangladesh) sanction letter in the Bank's Website.
02. Assistant General Manager (In-charge), Central Accounts Division (Payment), Sonali Bank Limited, Head Office, Dhaka. They are requested to send her joining report after availment of leave.
03. Immigration Officer, All International Airports/Landports of Bangladesh.
04. Master Copy/Personal File/Office Copy.

Assistant General Manager

Md. Jahangir Hossain
Assistant General Manager (A-2116)
Human Resource Management Division
(Section-3&4)
Sonali Bank Limited
Head Office, Dhaka.