



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-15018/8800

Date : 29 July, 2019

TAPAN KUMAR SINGHA (C-37680)
Passport No. OC-8121921
Senior Officer
Sonali Bank Limited
Phultala Branch, Khulna,
Bangladesh.

ইনফরমেশন টেকনোলজি ডিভিশন(বিজনেস আইটি)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।
তারিখ: 29/07/2019
একক-1/2/3, কম্পিউটার, হোয়াইট, ই-ইউ (আইটি)
১. উপস্থাপন করুন
২. আদ্যাপ করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ দিন
৬.দিনের মধ্যে সম্পাদন করুন
স্বাক্ষরিত কর্মচারের ম্যানেজার

My Rantho, Eng (IT)

Subject : Sanction of 35 (Thirty Five) days leave (Outside Bangladesh) with full pay to visit India.

Dear Sir,

We have the pleasure to advise that in consideration of your application and recommendation of Sonali Bank Limited, General Manager's Office, Khulna the authority has sanctioned 35 (Thirty Five) 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 (In-Charge), Sonali Bank Limited, General Manager's Office, Khulna.
02. 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.
03. Deputy General Manager, Sonali Bank Limited, Principal Office, Khulna.
04. Manager, Sonali Bank Limited, Phultala Branch, Khulna. They are requested to send his joining report after availment of leave.
05. Immigration Officer, All International Airports/Landports of Bangladesh.
06. Master Copy/Personal File/Office Copy.

Assistant General Manager

Md. Jahangir Hossain
Assistant General Manager (A-2110)
Human Resource Management Division
(Section-3&4)
Sonali Bank Limited
Head Office, Dhaka.