



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

PERSONNEL MANAGEMENT DIVISION
(SECTION-5)

Head Office, Motijheel C/A.,
Dhaka-1000. Bangladesh.
Phone : 88-02-9564515 (DGM)
& : 88-02-7122332 (AGM)
Fax : 88-02-9573765
Email : dgmpmd@sonalibank.com.bd

No.PMD/SEC-5/PF/OC-7966 / 13760

Dated : 24 October, 2016

Mr. Md. Abdur Razzak Khan
Officer Cash
Sonali Bank Limited
Jhikargacha Branch
Jessore.

ইনফরমেশন টেকনোলজি ডিভিশন
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: 24/10/2016
এজিএম-১/২/ এসএসএএ

- উপস্থাপন করান
- আমোদন করান
- দ্রুত অবসর দিন
- নথীভুক্ত করান
- পর্যায়ক্রমিক পরামর্শ দিন
- বিষয় মত্রে সিদ্ধান্ত করুন

ডেপুটি জেনারেল ম্যানেজার

১৩৩৩

Mr. Sibul
2/10/16

Subject : Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to Visit India along with family member: Mr. Md. Abdur Razzak Khan (G-19491), Officer Cash, Sonali Bank Limited, Jhikargacha Branch, Jessore.

Dear Sir,

Reference letter No.4615 dated the 03rd October, 2016 of General Manager's Office, Khulna on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of General Manager's Office, Khulna, the authority has sanctioned 15 (Fifteen) days full pay leave (Outside Bangladesh) from the date of avilment with a permission to visit India along with family member for religious purpose under the following terms & conditions :

Conditions :

- (1) You have to bear all expenses of the proposed visit. There will be no financial involvement of Sonali Bank Limited / Govt. of Bangladesh.
- (2) This sanctioned leave will be treated as 'Leave Outside Bangladesh'.
- (3) Over staying is strictly prohibited.
- (4) This sanction letter is valid for 3 (Three) months from the date of issue.

Yours faithfully,

Sd/-

(Md. Lutfur Rahman)

Assistant General Manger.

Copy forwarded for kind information & necessary action :

01. General Manager, Sonali Bank Limited, General Manager's Office, Khulna.
02. Deputy General Manager, Information Technology Division-2, 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, Jessore. Please send the joining report of the related officer specifying the date of leave avilment .
04. Manager, Sonali Bank Limited, Jhikargacha Branch, Jessore.
05. Immigration Officer, All Airport, All Landport, Bangladesh.
06. Personal File.

Assistant General Manager