



SONALI BANK LIMITED

Head Office, Motijheel, Dhaka.
Bangladesh.

Personnel Management Division
Staff Management Department(Sec-6)
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Phone : 47115437, 9564515

No-PMD/SMD/Sec-6/Joc-7513/ 508

Date: 10 January, 2017

MOHAMMAD AMINUL ISLAM (G-22027)
Junior Officer (Cash)
(Passport No.OC-8045454)
Sonali Bank Limited
Local Office
Dhaka

১. উপস্থাপন করা
২. আলাপ করা
৩. তদন্ত করার মত
৪. নথিভুক্ত করা
৫. প্রয়োজনীয় পত্রাদি দিা
৬. দিাের মাঝে সম্পাদন করুন

স্বাক্ষরিত
স্বাক্ষরিত

Mr. Parultha
10/1/17

Subject : Sanction of 20 (Twenty) days leave (Outside Bangladesh) with full pay to visit India.

Dear Sir,

Reference may please be made to the letter no.52 dated 05-01-2017 of Sonali Bank Limited, Local Office, Dhaka on the captioned subject.

We have to advise that in consideration of your application and the recommendation of Sonali Bank Limited, Local Office, Dhaka, the authority has sanctioned 20(Twenty) days leave (outside Bangladesh) with full pay from 12-01-2017 to 31-01-2017 or the date of leave-availment with a permission to visit in India under the following terms & conditions :

Conditions :

- 1) You will have to bear all expenses of the 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 sanctioned letter will remain valid for 3(Three) months from the date of sanctioning .

Yours Faithfully

sd/-
(Parimal Bandu Basak)
Asstt. General Manager

Copy forwarded for kind information & necessary action to :

- (1) The General Manager, Sonali Bank Limited, Local office, Dhaka . It has a reference to their letter no. 05 dated 05-01-2017.
- (2) The 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.
- (3) Immigration Officer, Hazrat Shahjalal(Rh.) International Airport, Dhaka/ All Land ports, Bangladesh.
- (4) Personal File.

Parimal Bandu Basak

Asstt. General Manager
Parimal Bandu Basak
Asst. General Manager
Personnel Management Division
Sonali Bank Limited
Head Office, Dhaka.