



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED  
PERSONNEL MANAGEMENT DIVISION  
(SECTION-4)

Head Office, Motijheel  
Dhaka-1000, Bangladesh  
Phone: 88-02-9551121  
Fax : 88-02-9573765

No. PMD/SEC-4/PF- 11675/668

ইনফরমেশন টিকিট সোনালী ব্যাংক লিমিটেড  
সোনালী ব্যাংক লিমিটেড, মোতিহেল, ঢাকা

ওপিস নং: ১/১০  
এজিএম-১/২/ এসএসএ

১. উপস্থাপন করুন  
২. জারি করা হয়েছে  
৩. প্রকৃত জারি তারিখ  
৪. মতিহেল জারি করা হয়েছে  
৫. প্রয়োজনীয় পদক্ষেপ নিন  
৬. ... দিনের মধ্যে ... করুন

ডেপুটি জেনারেল ম্যানেজার

0/2

Dated: 12 January, 2017.

**Kazi Mahmudur Rahman**  
Officer (G-33055)  
Passport No: B.M 0400292  
Sonali Bank Limited  
General Managers' Office  
Rajshahi.

Mr. Sirajul Islam  
1/1/17

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

Dear Sir,

Reference letter no. 09 dated the 03<sup>rd</sup> January, 2017 of Sonali Bank Limited, General Managers' Office, Rajshahi on the captioned subject.

We advise that, In consideration of your application and recommendation of Sonali Bank Limited, General Managers' Office, Rajshahi the authority has sanctioned 15 (Fifteen) days leave (Outside Bangladesh) with full pay from the date of availment with a permission to visit Holy places in India under the following terms and conditions:

**Conditions:**

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

Yours Faithfully

Sd/-  
( Md. Sirajul Islam)  
Assistant General Manager

**Copy forwarded for kind information and necessary action :**

1. Deputy General Manager, Sonali Bank Limited, IT Division-2/ General Managers' Office, Rajshahi.
2. Immigration Officer, Hazrat Shahjalal (Rh) International Airport, Dhaka.
3. Immigration Officer, All Land ports/ All other International airports, Bangladesh.
4. Personal File / Master Copy.

Assistant General Manager  
**MD. SIRAJUL ISLAM**  
Assistant General Manager  
Personnel Management Division (Sec-4)  
Sonali Bank Limited  
Head Office, Dhaka