সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

PERSONNEL MANAGEMENT DIVISION
(SECTION-5)

Head Office, Motijheel C/A.,
Dhaka-1000. Bangladesh.
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No.PMD/SEC-5/PF/OC-7989 / **986**

Dated : 19 January, 2017

Mohammad Bazlur Rahman
Officer Cash
Sonali Bank Limited
Local Office
Dhaka.

Subject : **Sanction of 20 (Twenty) days leave (Outside Bangladesh) with full pay to Visit India: Mohammad Bazlur Rahman (G-23113), Officer Cash, Sonali Bank Limited, Local Office, Dhaka.**

Dear Sir,

Reference letter No. 106 dated the 09th January, 2017 of Local Office, Dhaka on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of Local Office, Dhaka, the authority has sanctioned 20 (Twenty) days full pay leave (Outside Bangladesh) from the date of 01.02.17 to 20.02.17 or from the date of availment with a permission to visit India 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/-
(Abdul Awal Bhuiyan)
Assistant General Manger.

Copy forwarded for kind information & necessary action :

01. General Manager, Sonali Bank Limited, Local Office, Dhaka.
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, Establishment Department, Sonali Bank Limited, Local Office, Dhaka.
04. Immigration Officer, All Airport, All Landport, Bangladesh.
05. Personal File.

Assistant General Manager.