



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- 15418/882

Dated: 17 January, 2017.

Mohammad Abdus Sobhan
Officer (G-27606)
Passport No: OC 1175635
Sonal Bank Limited
Establishment and Engineering Division
Head Office
Dhaka.

সোনালী ব্যাংক লিমিটেড
পার্সোনেল ম্যানেজমেন্ট ডিভিশন
১০০, মোতিজিল্লা, ঢাকা

তারিখ: ১৭/০১/১৭

সংখ্যা: ১৫৪১৮/৮৮২

স্বাক্ষর: *[Signature]*

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ডেপুটি ম্যানেজিং ম্যানেজার

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*Dr. Faruk
M.I.*

Subject: Sanction of 30 (Thirty) days leave (Outside Bangladesh) with full pay to visit Holy Places in India.

Dear Sir,

Reference letter no. 62 dated the 10th January, 2017 of Establishment and Engineering Division, Sonali Bank Limited, Head Office, Dhaka on the captioned subject.

We advise that, In consideration of your application and recommendation of Establishment and Engineering Division, Sonali Bank Limited, Head Office, Dhaka the authority has sanctioned 30 (Thirty) 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, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka.
2. Deputy General Manager, Establishment and Engineering Division, Sonali Bank Limited, Head Office, Dhaka.
3. Immigration Officer, Hazrat Shahjalal (Rh) International Airport, Dhaka.
4. Immigration Officer, All Land ports/ All other International airports, Bangladesh.
5. Personal File / Master Copy.

[Signature]
Assistant General Manager
MD. SIRAJUL ISLAM
Assistant General Manager
Personnel Management Division (Sec. 3/4)
Sonal Bank Limited
Head Office, Dhaka.