



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- 21383/1574

Dated: 01 February, 2017

Mohammad Mofijur Rahman
Officer(IT) (G-34887)
Passport No: OC 2028882
Sonal Bank Limited
Khulna Corp. Branch
Khulna.

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১. উদ্দেশ্য

২. প্রার্থনা

৩. প্রাপ্তি

৪. মন্তব্য

৫. প্রস্তাবিত পদক্ষেপ

৬. সিদ্ধান্ত

M. Sirajul Islam

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

Dear Sir,

Reference letter no. 49 dated the 2nd January, 2017 of General Managers' Office, Khulna on the captioned subject.

We advise that, In consideration of your application and recommendation of General Managers' Office, Khulna, 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. General Manager, Sonali Bank Limited, General Manager's Office, Khulna.
2. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head office, Dhaka.
3. Deputy General Manager, Sonali Bank Limited, Khulna Corporate Branch, Khulna.
4. Immigration Officer, Hazrat Shahjalal (Rh) International Airport, Dhaka.
5. Immigration Officer, All Land ports/All Other International Airports, Bangladesh.
6. Personal File / Master Copy.

M. Sirajul Islam
Assistant General Manager

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