



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED
PERSONNEL MANAGEMENT DIVISION
(SECTION-3)

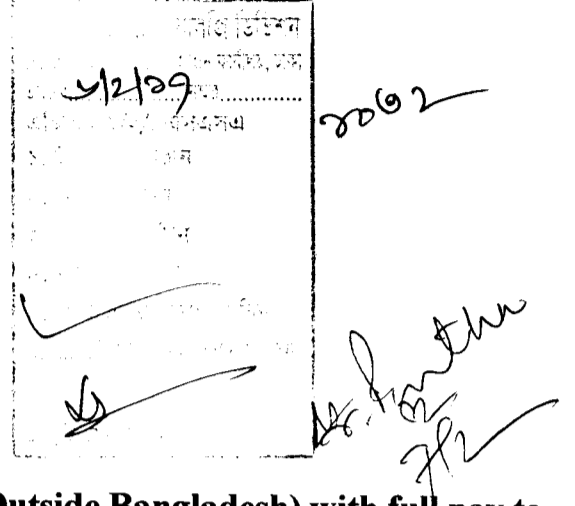
Head Office, Motijheel C/A.,
Dhaka-1000. Bangladesh.

Phone : 88-02-9551121
Fax-88-02-9573765

No.PMD/SEC-3/PF/PO-17647/1735

Dated:-02th February,2017

ABDUL MANNAN (G-31031)
Passport No: OC 8026233
Senior Officer
CAD-2 (Fund Department)
Sonal Bank Limited
Head Office
Dhaka



Subject : Sanction of 10 (Ten) days leave (Outside Bangladesh) with full pay to visit India

Dear Sir,

We have the pleasure to advise you that in consideration of your prayer and recommendation of Central Accounts Division-2(Fund Department) ,Sonal Bank Limited,Head Office, Dhaka the authority has sanctioned 10 (Ten) days leave (Outside Bangladesh) with full pay from the date of availment with a permission to visit the religious places in India under the following terms and 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) It will be treated as " Leave Outside Bangladesh".
- (3) **Staying abroad over the sanctioned period 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 & Necessary action:

01. Deputy General Manager,Central Accounts Division-2(Fund Department), Sonali Bank Limited, Head Office, Dhaka.It has a reference to their letter no.465 dated the 18th January, 2017. They are requested to send his joining report after availment of leave
- ✓ 02. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka
03. Immigration Officer, Hazrat Shahjalal (Rh) International Airport , Dhaka, Bangladesh
04. Immigration Officer, All Land Ports, Bangladesh
05. Personal File/Office Copy/Master Copy

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