



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-14164/2241

Dated:-13th February, 2017

SUMAN PARTHA (C-37837)

Passport No: BM 0405988

Senior Officer

Sonali Bank Limited

Principal Office Sadarghat

Dhaka

ইনফরমেশন টেকনোলজি ডিভিশন
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: ১৩/০২/১৭ নং: ১০২২
এজিএম-১/২/এসএসএ
১. উপস্থাপন করুন
২. প্রায়োগ করুন
৩. প্রাপ্ত অবধি দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ দিন
৬.দিনের মধ্যে সুস্পাদন করুন
ডেপুটি মেনেজার ম্যানেজার

Subject : Sanction of 15 (Fifteen) 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 Sonali Bank Limited, General Manager's Office, Dhaka-1 the authority has sanctioned 15 (Fifteen) 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. General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-1. Dhaka. It has a reference to their letter no.419 dated the 25th January, 2017.
02. Deputy General Manager, Information Technology Division-2. Sonali Bank Limited, Head Office, Dhaka.
03. Deputy General Manager, Sonali Bank Limited, Principal Office, Sadarghat, Dhaka. They are requested to send his joining report after availment of leave.
04. Immigration Officer, Hazrat Shahjalal (Rh) International Airport, Dhaka, Bangladesh.
05. Immigration Officer, All Land Ports, Bangladesh.
06. Personal File/Office Copy/ Master Copy


Assistant General Manager