



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-14295/2489

Dated:-15th February, 2017

ALAUDDIN AL AZAD (G-25827)
Passport No: AA 3934029
Senior Officer (Freedom Fighter)
Govt. Accounts & Services Division
Sonali Bank Limited
Head Office
Dhaka

ইনফরমেশন সিকিউরিটি ডিভিশন
সোনালী ব্যাংক লিমিটেড, মতিজheel
তারিখ: 15/02/2017
এজিএম-3/3/ পক্ষ ও সঙ্গ
১. উপস্থাপন করুন
২. সম্মতি করুন
৩. সীলিত অর্পণ দিন
৪. নথি মুদ্রা করুন
৫. প্রয়োজনীয় পত্রস্বাক্ষর দিন
৬. ... দিনের মধ্যে সম্মতিপত্র প্রেরণ করুন
স্বাক্ষর: *[Signature]*
পদবী: *[Title]*

[Handwritten initials]
[Handwritten signature]

Subject : Sanction of 30 (Thirty) 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 Deputy General Manager, Govt.Accounts & Services 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 the religious/Historical 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, Govt.Accounts & Services Division, Sonali Bank Limited, Head Office, Dhaka. It has a reference to their letter no.1377 dated the 26th December, 2016. 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

[Handwritten signature]
Assistant General Manager