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-15527/3933

Dated:-19th March, 2017

ABU SADAT MD SALIM (C-37940)
Passport No: OC 1149775
Senior Officer (IT)
Legal Matters Division
(On Deputation Ministry of Finance)
Sonali Bank Limited
Head Office
Dhaka

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

Dear Sir,

We have the pleasure to advise you that in consideration of your prayer and recommendation of Deputy General Manager,Legal Matters Division, Sonali 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 & Bhutan 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 Officer,Legal Matters Division, Sonali Bank Limited, Head Office, Dhaka.It has a reference to their letter no.411 dated the 6th March, 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 / All other International Airports of Bangladesh.
05. Personal File/Office Copy/ Master Copy/E-Mail Copy

Assistant General Manager

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

Normal Letter International leave advice