



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-13601/3932

Dated:-19th March, 2017

ATIQR RAHMAN (C-36988)
Passport No: BN 0294406
Senior Officer
Sonali Bank Limited
Principal Office Motijheel
Dhaka

ইনফরমেশন টেকনোলজি ডিভিশন
সোনালী ব্যাংক লিমিটেড, ঢাকা
তারিখ: 2017
এজি-এম-3/3/13601/3932

- উপস্থাপন করা
- আজ্ঞা করা
- স্বাক্ষর করা
- স্বাক্ষর করা
- স্বাক্ষর করা
- স্বাক্ষর করা

ডেপুটি জেনারেল ম্যানেজার

2209

M. Partha
2/13

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-2 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-2.Dhaka. It has a reference to their letter no.1017 dated the 01th March, 2017.
02. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka.
03. Deputy General Manager, Sonali Bank Limited, Principal Office, Motijheel, 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 / All other International Airports of Bangladesh.
06. 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
Principal Office, Dhaka.

Normal Letter International leave and office, Dhaka.