



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED
PERSONNEL MANAGEMENT DIVISION
(SECTION-4)

Head Office, Motijheel
Dhaka-1000, Bangladesh
Phone: 88-02-9551121
Fax : 88-02-9573765

No. PMD/SEC-4/PF- 13732/4105

Dated: 21 March, 2017

Md Irshad Hassan
Senior Officer(C-37346)
Passport No: BN 0215715
Information Technology Division-1
Sonali Bank Limited
Head Office
Dhaka.

ইনফরমেশন টেকনোলজি ডিভিশন
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: ২২/৩/১৭
এজিএম-১/১/১. এস.এস.এ
১. উপস্থাপন করছেন
২. আলাপ করছেন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. পরামর্শজনীয় পদক্ষেপ দিন
৬. দিনের মধ্যে সিদ্ধান্ত দান করুন
ডেপুটি জেনারেল ম্যানেজার

Subject: Sanction of 20(Twenty) days leave(Outside Bangladesh) with full pay to visit the historical places & meet with relatives in India.

Dear Sir,

Reference letter no. 664 dated the 12th March, 2017 of Information Technology Division-1, Head Office, Dhaka on the captioned subject.

We advise that in consideration of your application and recommendation of Information Technology Division-1, Head Office, Dhaka, the authority has sanctioned 20(Twenty) days leave (Outside Bangladesh) with full pay from the date of availment with the permission to visit the historical places & meet with relatives in India under the following terms and conditions:

Conditions:

1. You will 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 leave will not be allowed.
4. This sanction letter will remain valid for 03 (Three) months from the date of issuance.

Yours Faithfully

Sd/-
(Md. Sirajul Islam)
Assistant General Manager

Copy forwarded for kind information and necessary action :

1. Deputy General Manager, Information Technology Division-1, Sonali Bank Limited, Head office, Dhaka
2. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head office, Dhaka.
3. Immigration Officer, Hazrat Shahjalal (Rh) International Airport, Dhaka.
4. Immigration Officer, All Land ports/All Other International Airports, Bangladesh.
5. Personal File / Master Copy.

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