



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

PERSONNEL MANAGEMENT DIVISION
(SECTION-5)

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No.PMD/SEC-5/PF/SOC-10219 / 4408

Dated : 23 March, 2017

Begum Anowara Khanam
Senior Officer Cash
(Passport No. AD 0812675)
Sonal Bank Limited
Krishi Bazar Branch
Dhaka.

সোনালী ব্যাংক লিমিটেড ডিভিশন
২৩/০৩/১৭
১. উপস্থাপন করুন
২. পর্যালোচনা করুন
৩. প্রকৃত অবস্থা নিশ্চিত
৪. সঠিকভাবে ক্রম
৫. প্রয়োজনীয় পত্রাদি নিশ্চিত
৬. প্রকৃত অবস্থা নিশ্চিত
৭. প্রকৃত অবস্থা নিশ্চিত
৮. প্রকৃত অবস্থা নিশ্চিত
৯. প্রকৃত অবস্থা নিশ্চিত
১০. প্রকৃত অবস্থা নিশ্চিত

2880

Subject : Sanction of 30 (Thirty) days leave (Outside Bangladesh) with full pay to Visit USA : Begum Anowara Khanam (G-33131), Senior Officer Cash, Sonali Bank Limited, Krishi Bazar Branch, Dhaka.

Dear Sir,

Reference letter No. 1388 dated the 20th March, 2017 of General Manager's Office, Dhaka-2 on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of General Manager's Office, Dhaka-2, the authority has sanctioned 30 (Thirty) days full pay leave (Outside Bangladesh) from the date of 27.03.17 Or from the date of availment with a permission to visit USA to meet with her kith and kin under the following terms & 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) This sanctioned leave will be treated as 'Leave Outside Bangladesh'.
- (3) Over staying is strictly prohibited.
- (4) This sanction letter is valid for 3 (Three) months from the date of issue.

Yours faithfully,

Sd/-
(Abdul Awal Bhuiyan)
Assistant General Manager.

Copy forwarded for kind information & necessary action :

01. General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-2.
02. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the leave (outside Bangladesh) sanction letter in the Bank's website.
03. Deputy General Manager, Sonali Bank Limited, Principal Office, Ramna. **Please send the joining report of the related officer specifying the date of leave availment .**
04. Manager, Sonali Bank Limited, Krishi Bazar Branch, Dhaka.
05. Immigration Officer, All Airport, All Landport, Bangladesh.
06. Personal File.

Assistant General Manager.