



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

Head Office, Motijheel C/A.,
Dhaka-1000. Bangladesh.
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PERSONNEL MANAGEMENT DIVISION
(SECTION-5)

No.PMD/SEC-5/PF/SOC-8630 / 4359

Dated : 22 March, 2017

Mr. Md. Abu Sayeed Mridha
(Passport No. BL 0746280)
Senior Officer Cash
Sonal Bank Limited
Bhatiapara Branch
Gopalgonj.

22/3/17

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১. বিহীন পরামর্শ
২. অসম্মত পরামর্শ
৩. সীমিত পরামর্শ
৪. পূর্ণ পরামর্শ

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Subject : Sanction of 26 (Twenty six) days leave (Outside Bangladesh) with full pay to Visit India: Mr. Md. Abu Sayeed Mridha (G-30604), Senior Officer Cash(Joint Custodian), Sonali Bank Limited, Bhatiapara Branch, Gopalgonj.

Dear Sir,

Reference letter No. 1381 dated the 21th March, 2017 of General Manager's Office, Faridpur on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of General Manager's Office, Faridpur, the authority has sanctioned 26 (Twenty six) days full pay leave (Outside Bangladesh) from the date of 02.04.17 to 27.04.17 or from the date of availment with a permission to visit Azmir Sharif for religious purpose 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, Faridpur.
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. Assistant General Manager, Sonali Bank Limited, Regional Office, Gopalgonj . **Please send the joining report of the related officer specifying the date of leave availment .** As per your recommendation and consequent upon approval of the authority Mr. Md. Anwar Hossain (C-42638), Officer cash, Bhatiapara Branch, Gopalgonj will hold the charge of Joint Custodian (Cash) temporarily during the leave of Mr. Md. Abu Sayeed Mridha.
04. Manager, Sonali Bank Limited, Bhatiapara Branch, Gopalgonj.
05. Immigration Officer, All Airport, All Landport, Bangladesh.
06. Mr.Md. Anwar Hossain (C-42638), Officer cash, Sonali Bank Limited, Bhatiapara Branch, Gopalgonj.
07. Personal File.

Assistant General Manager.