



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office
Motijheel, Dhaka

Personnel Management Division

Staff Management Department(Sec-6)

E-Mail : dgmpmd@sonalibank.com.bd

Phone : 9564515, 47115437

Fax : 88-02-9957613

NO.PMD/SMD/SEC-6/PF(AOG-2(Cash)-8505/4319

Date : 22-03-2017

MD TAYABUR RAHMAN (C-38682)

(Passport No.: BN-0108219)

Assistant Officer Grade-2 (Cash)

Sonali Bank Limited

Wage Earners' Corporate Branch

Dhaka.

১. উপস্থাপন করুন
২. আশাপ করুন
৩. ক্রম জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬.দিনের মধ্যে সম্মাদন করুন

১৭

ডেপুটি জেনারেল ম্যানেজার

Sub:Sanction of 20(twenty) days leave(Outside Bangladesh) with full pay to visit K.S.A for performing 'Holy Omrah'.

Dear Sir,

Reference may please be made to the letter no.1038 dated 08 March, 2017 of Sonali Bank Limited, General Manager's Office, Dhaka-1, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Dhaka-1, Dhaka, the authority has sanctioned you 20(twenty) days leave (Outside Bangladesh) with full pay from the date of availment with a permission to visit K.S.A. for performing 'Holy Omrah' under the following terms & conditions.

Conditions:

01. You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Ltd./Govt. of Bangladesh.
02. This sanctioned leave will be treated as "leave-outside Bangladesh".
03. Over staying is strictly prohibited.
04. This sanctioned letter will remain valid for 03(three)months from the date of sanctioning.

Yours faithfully,

Sd/-

(Parimal Bandu Basak)

Assistant General Manager

Copy forwarded for kind information & necessary action to:

01. The General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-1, Dhaka. It has a reference to their letter no. 1038, dated 08-03-2017.
02. The 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. The Deputy General Manager, Sonali Bank Limited, Wage Earners' Corporate Branch, Dhaka.
04. Immigration Officer, Hazrat Shajalal (Rh.) International Airport, Dhaka. / All Land Ports, Bangladesh.
05. Personal File.

Assistant General Manager
Parimal Bandu Basak
Asst General Manager
Personnel Management Division
Sonali Bank Limited
Head Office Dhaka