



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

PERSONNEL MANAGEMENT DIVISION
(SECTION-5)

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No.PMD/SEC-5/PF/OC-9614 / 4436

Dated : 23 March, 2017

Mr. Mohammad Alamgir Hossain
Officer Cash
(Passport No. BM 0881173)
Sonali Bank Limited
Distilary Road Branch
Dhaka.

ইনফরমেশন টেকনোলজি ডিভিশন
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: 23/03/17 নম্বর: 2017
এজিএম-১/২/এসএনএ

- উপস্থাপন করুন
- আলাপ করুন
- ক্রম জন্মের দিন
- নথীভুক্ত করুন
- প্রয়োজনীয় পদক্ষেপ নিন
-দিনের মধ্যে সম্পাদন করুন

ডেপুটি জেনারেল ম্যানেজার

Subject : Sanction of 30 (Thirty) days leave (Outside Bangladesh) with full pay to Visit India : Mr. Mohammad Alamgir Hossain (C-39048), Officer Cash, Sonali Bank Limited, Distilary road Branch, Dhaka.

Dear Sir,

Reference letter No. 1142 dated the 13th March, 2017 of General Manager's Office, Dhaka-1 on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of General Manager's Office, Dhaka-1, the authority has sanctioned 30 (Thirty) days full pay leave (Outside Bangladesh) from the date of availment with a permission to visit India 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, Dhaka-1.
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, Sadarghat, Dhaka. **Please send the joining report of the related officer specifying the date of leave availment .**
04. Manager, Sonali Bank Limited, Distilary Road Branch, Dhaka.
05. Immigration Officer, All Airport, All Landport, Bangladesh.
06. Personal File.

Assistant General Manager.