



সোনালী ব্যাংক লিমিটেড  
SONALI BANK LIMITED

PERSONNEL MANAGEMENT DIVISION  
(SECTION-5)

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Dhaka-1000. Bangladesh.  
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Email : dgmpmd@sonalibank.com.bd

No.PMD/SEC-5/PF/OC-12520 / 4450

Dated : 27 March, 2017

Begum Nusrath Jahan Chowdhury  
Officer Cash  
(Passport No. BN 0384024)  
Sonal Bank Limited  
Khadimnagar Branch  
Sylhet.

ইনফরমেশন টেকনোলজি ডিভিশন  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা  
তারিখ: ২০১৭ নম্বর: ২০৬৭  
এজিএম-১/২/এসএসএ  
১. উপস্থাপন করুন  
২. আত্মপত্র করুন  
৩. ফ্রাট অব্যব দিন  
৪. নথিভুক্ত করুন  
৫. প্রয়োজনীয় পদক্ষেপ নিন  
৬. ....দিনের মধ্যে সম্পাদন করুন  
ডেপুটি ম্যানেজার

**Subject : Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to Visit India :  
Begum Nusrath Jahan Chowdhury (C-46057), Officer Cash, Sonali Bank Limited,  
Khadimnagar Branch, Sylhet.**

Dear Sir,

Reference letter No. 1019 dated the 13<sup>th</sup> March, 2017 of General Manager's Office, Sylhet on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of General Manager's Office, Sylhet, the authority has sanctioned 15 (Fifteen) days full pay leave (Outside Bangladesh) from the date of 16.04.17 to 30.04.17 or from the date of availment with a permission to visit India 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,

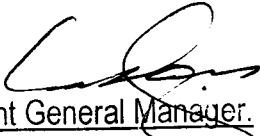
Sd/-

(Abdul Awal Bhuiyan)

Assistant General Manager.

Copy forwarded for kind information & necessary action :

01. General Manager, Sonali Bank Limited, General Manager's Office, Sylhet.
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, Sylhet. **Please send the joining report of the related officer specifying the date of leave availment .**
04. Manager, Sonali Bank Limited, Khadimnagar Branch, Sylhet.
05. Immigration Officer, All Airport, All Landport, Bangladesh.
06. Personal File.

  
Assistant General Manager.