



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

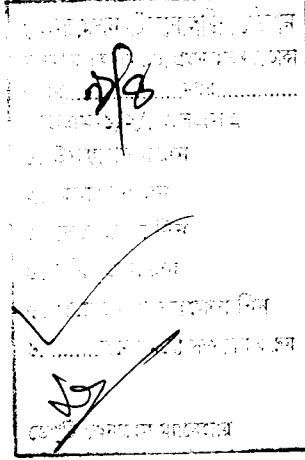
PERSONNEL MANAGEMENT DIVISION
(SECTION-5)

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No.PMD/SEC-5/PF/OC-11322 / 5153

Dated : 06 April, 2017

Mr. Sad Ahammed
(Passport No. OC 9070459)
Officer Cash
Sonal Bank Limited
Mujibnagar Upazilla Branch
Meherpur.



29/08

U. Faruk
AGM

Subject : Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to Visit India: Mr. Sad Ahammed (G-30598), Officer Cash(Joint Custodian), Sonali Bank Limited, Mujibnagar Upazilla Branch, Meherpur.

Dear Sir,

Reference letter No. 907 dated the 20th February, 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 15 (Fifteen) days full pay leave (Outside Bangladesh) 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, Principal Office, Chuadanga . **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. Younus Ali (G-30799), Officer cash, Mujibnagar Upazilla Branch, Meherpur will hold the charge of Joint Custodian (Cash) temporarily during the leave of Mr. Md. Sad Ahammed.
04. Manager, Sonali Bank Limited, Mujibnagar Upazilla Branch, Meherpur.
05. Immigration Officer, All Airport, All Landport, Bangladesh.
06. Mr. Md. Younus Ali (G-30799), Officer cash, Mujibnagar Upazilla Branch, Meherpur.
07. Personal File.


Assistant General Manager.