



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED
PERSONNEL MANAGEMENT DIVISION
(SECTION-3)

Head Office, Motijheel C/A.,
Dhaka-1000. Bangladesh.

Phone : 88-02-9551121
Fax-88-02-9573765

No.PMD/SEC-3/PF/PO-13201/5050

Dated:-6th April, 2017

AFROZA AKTER (G-24841)
Passport No: OC 1164705
Principal Officer
Sonali Bank Limited
Principal Office
Khulna.

20/4
26/4
Mr. Bartha
M/M

Subject : Sanction of 29 (Twenty Nine) days leave (Outside Bangladesh) with full pay to visit India, Malaysia & Thailand

Dear Sir,

We have the pleasure to advise you that in consideration of your prayer and recommendation of Sonali Bank Limited, General Manager's Office, Khulna the authority has sanctioned 29 (Twenty Nine) days leave (Outside Bangladesh) with full pay from the date of avilment with a permission to meet with relatives & visit the religious places in India, Malaysia & Thailand under the following terms and 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) It will be treated as " Leave Outside Bangladesh".
- (3) **Staying abroad over the sanctioned period will not be allowed.**
- (4) This sanction letter will remain valid for 03 (Three) months from the date of issue.

Yours faithfully,

Sd/-

(Md.Sirajul Islam)

Assistant General Manager.

Copy forwarded for kind information & Necessary action:

01. General Manager, Sonali Bank Limited, General Manager's Office, Khulna. It has a reference to their letter no.1193 dated the 19th March, 2017.
02. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka.
03. Deputy General Manager, Sonali Bank Limited, Principal Office, Khulna. They are requested to send her joining report after avilment of leave.
04. Immigration Officer, Hazrat Shahjalal (Rh) International Airport , Dhaka, Bangladesh.
05. Immigration Officer, All Land Ports/ All other International Aitports of Bangladesh.
06. Personal File/Office Copy/ Master Copy/Email Copy

MDC
MD. SIRAJUL ISLAM
Assistant General Manager
Personnel Management Division (Sec.3/4)
Sonali Bank Limited
Dhaka, Dhaka.

Assistant General Manager