

No. PMD/SEC-4/PF- 22249/5357

২০/৪

১. উপস্থাপন করলে	<input checked="" type="checkbox"/>
২. জরুরি করলে	<input checked="" type="checkbox"/>
৩. দ্রুত জবাব দিন	<input checked="" type="checkbox"/>
৪. নথিভুক্ত করলে	<input checked="" type="checkbox"/>
৫. প্রয়োজনীয় পত্রাদেশ দিন	<input checked="" type="checkbox"/>
৬. .... দিনের মধ্যে নথিভুক্ত করলে	<input checked="" type="checkbox"/>

স্বাক্ষরিত

**Dated: 12 April, 2017**

**Salma Akter Shathy  
Officer(C-45588)  
Passport No: BN 0404922  
Sonali Bank Limited  
Mirpur Section-1 Corp. Grade-2 Branch  
Dhaka.**

*Mr. Shihab*  
*as*  
*rohm*

**Subject: Sanction of 15(Fifteen) days leave(Outside Bangladesh) with full pay to visit the spectacular places in India .**

Dear Sir,

Reference letter no. 1335 dated the 15<sup>th</sup> March, 2017 of General Manager's Office, Dhaka-2 on the captioned subject.

We advise that in consideration of your application and recommendation of General Manager's Office, Dhaka-2, the authority has sanctioned 15(Fifteen) days leave(Outside Bangladesh) with full pay from the date of availment with the permission to visit the specatcular places in India under the following terms and conditions:

**Conditions:**

1. You will 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 leave will not be allowed.
4. This sanction letter will remain valid for 03 (Three) months from the date of issuance.

**Yours Faithfully**

Sd/-  
**( Md. Sirajul Islam )  
Assistant General Manager**

**Copy forwarded for kind information and necessary action :**

1. General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-2.
2. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka.
3. Deputy General Manager, Sonali Bank Limited, Principal Office, Mirpur.
4. Immigration Officer, Hazrat Shahjalal (Rh) International Airport, Dhaka.
5. Immigration Officer, All Land ports/All Other International Airports, Bangladesh.
6. Assistant General Manager, Sonali Bank Limited, Mirpur Section-1 Corp. Grade-2 Branch, Dhaka.
7. Personal File / Master Copy.

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