



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED
PERSONNEL MANAGEMENT DIVISION
(SECTION-4)

2

Head Office, Motijheel
Dhaka-1000, Bangladesh
Phone: 88-02-9551121
Fax : 88-02-9573765
e-mail: sbl.pmd4@gmail.com

No. PMD/SEC-4/PF- 12795/5721

Rokshana Akter
Officer(G-22910)
Passport No: BM 0714649
Sonali Bank Limited
Mirpur Section-1 Corp. Grade-2 Branch
Dhaka.

ইনকয়েরমেন্ট টেকনোলজি ডিভিশন	
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা	
তারিখ: ১১/৪	নম্বর:
এজিএম-১/১/১, এসএসএ	
১. উপস্থাপন করুন	
২. আবেদন করুন	
৩. দ্রুত জন্মাব দিন	
৪. নথিভুক্ত করুন	
৫. পর্যালোচনার পদক্ষেপ দিন	
৬.সিদ্ধান্ত গ্রহণে সম্পাদন করুন	
ডেপুটি জেনারেল ম্যানেজার	

Dated: 13 April, 2017

Subject: Sanction of 30(Thirty) days leave(Outside Bangladesh) with full pay to visit the spectacular places in India .

Dear Sir,

Reference letter no. 1479 dated the 23rd 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 30(Thirty) 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.

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