



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED
PERSONNEL MANAGEMENT DIVISION
(SECTION-4)

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- 17333/5360

ইনকোমেশন টেকনোলজি ডিভিশন
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: ১৩/৪/১৭
ক্রমিক নং: ১৩২/এসএমএ
১. উপস্থাপন করছেন
২. যাচাই করছেন
৩. প্রাপ্য সময়ের দিন
৪. নথিভুক্ত করছেন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬.বিভাগ থেকে সম্পাদন করুন
ডেপুটি মেনেজার

Dated: 13 April, 2017

Israr Ahmed
Officer(G-33462)
Passport No: BN 0272616
Sonali Bank Limited
Paba Branch
Rajshahi.

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

Dear Sir,

Reference letter no. 1322 dated the 16th March, 2017 of General Manager's Office, Rajshahi on the captioned subject.

We advise that in consideration of your application and recommendation of General Manager's Office, Rajshahi, the authority has sanctioned 30(Thirty) days leave(Outside Bangladesh) with full pay from the date of availment with the permission to visit the holy 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, Rajshahi.
2. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka.
3. Deputy General Manager, Sonali Bank Limited, Principal Office, Rajshahi.
4. Immigration Officer, Hazrat Shahjalal (Rh) International Airport, Dhaka.
5. Immigration Officer, All Land ports/All Other International Airports, Bangladesh.
6. Manager, Sonali Bank Limited, Paba Branch, Rajshahi.
7. Personal File / Master Copy.


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