



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

PERSONNEL MANAGEMENT DIVISION
(SECTION-5)

Head Office, Motijheel C/A.,
Dhaka-1000. Bangladesh.
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No.PMD/SEC-5/PF/SOC-10198 / 6579

Dated : 23 April, 2017

Mr. Mohammad Nurul Islam
Senior Officer Cash
(Passport No. OC-9139699)
Sonali Bank Limited
Dhaka Registration Complex Branch
Dhaka.

ইনফরমেশন টেকনোলজি ডিভিশন
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: ২০/৪/১৭ নম্বর:
এজিএম-১/২/ এসএসএ

- উপস্থাপন করুন
- ম্বালাপ করুন
- দ্রুত জবাব দিন
- নথিভুক্ত করুন
- প্রয়োজনীয় পদক্ষেপ নিন
-দিনের মধ্যে সম্পাদন করুন

ডেপুটি ম্যানেজার

0228

Mr. Nurul Islam

Subject : Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to Visit Thailand & Indonesia : Mr. Mohammad Nurul Islam (G-32943), Senior Officer Cash, Sonali Bank Limited, Dhaka Registration Complex Branch, Dhaka.

Dear Sir,

Reference letter No. 1583 dated the 10th April, 2017 of General Manager's Office, Dhaka-1 on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of General Manager's Office, Dhaka-1, the authority has sanctioned 15 (Fifteen) days full pay leave (Outside Bangladesh) from the date of 22.06.17 to 06.07.17 or from the date of availment with a permission to visit Thailand & Indonesia 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, Dhaka-1.
- 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 Deputy General Manager, Sonali Bank Limited, Principal Office, Bangabandhu Avenue, Dhaka. **Please send the joining report of the related officer specifying the date of leave availment.**
- 04 Manager, Sonali Bank Limited, Dhaka Registration Complex Branch, Dhaka.
- 05 Immigration Officer, All Airport, All Landport, Bangladesh.
- 06 Personal File.

Assistant General Manager.