



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED
PERSONNEL MANAGEMENT DIVISION
(SECTION-4)

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No. PMD/SEC-4/PF- 21204/6905

Mohammad Omar Faruq Mizi
Officer(IT)
Index : G -33709
Passport No: OC 7051201
Sonal Bank Limited
Local Office
Dhaka.

ইনস্ট্রাকশন	
১. উপস্থাপিত নকশা	
২. আবেদন নকশা	
৩. ছুটি বাক্যের দিন	
৪. মতিভুক্ত নকশা	
৫. প্রত্যাহারী পত্রের দিন	
৬. দিনের মধ্যে মনোমুহুর্ত করুন	
ডেপুটি সিস্টারের ম্যানেজার	

Dated: 30 April, 2017

OC 88

Subject: Sanction of 20(Twenty) days leave(Outside Bangladesh) with full pay to visit the holy places in India.

Dear Sir,

Reference letter no. 1218 dated the 20th April, 2017 of Local Office, Dhaka on the captioned subject.

We advise that in consideration of your application and recommendation of Local Office, Dhaka, the authority has sanctioned 20(Twenty) 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, Local Office, Dhaka.
2. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka.
3. Immigration Officer, Hazrat Shahjalal(Rh) International Airport, Dhaka.
4. Immigration Officer, All Land ports /All Other International Airports, Bangladesh.
5. Personal File / Master Copy .

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