



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- 18822/6581

Ashoke Chandra Hazra
Officer(C-42063)
Passport No: BN 0643472
Sonali Bank Limited
Ghagoir Branch
Gopalganj.

ইনফরমেশন টেকনোলজি ডিভিশন
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: ২৬/৪/১৭
এজিএম-১/১/ এসএসএ
১. উপস্থাপন করছেন
২. আলোচন করছেন
৩. প্রস্তাব দিচ্ছেন
৪. নথিভুক্ত করছেন
৫. প্রয়োজনীয় পদক্ষেপ নিম্ন
৬.দিনের মধ্যে সমাপ্ত করুন
ডেপুটি ম্যানেজার ম্যানেজার

Dated: 26 April, 2017

৩৬০০

Md. Sirajul Islam

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

Dear Sir,

Reference letter no. 1609 dated the 09th April, 2017 of General Manager's Office, Faridpur on the captioned subject.

We advise that in consideration of your application and recommendation of General Manager's Office, Faridpur, 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, Faridpur.
2. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka.
3. Assistant General Manager, Sonali Bank Limited, Regional Office, Gopalganj.
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, Ghagoir Branch, Gopalganj.
7. Personal File / Master Copy .

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