



সোনালী ব্যাংক লিমিটেড  
SONALI BANK LIMITED  
PERSONNEL MANAGEMENT DIVISION  
(SECTION-3)

Head Office, Motijheel C/A.,  
Dhaka-1000. Bangladesh.

Phone : 88-02-9551121  
Fax-88-02-9573765

No.PMD/SEC-3/PF/PO-11668/6820

Dated:-2<sup>nd</sup> May, 2017

S M MOHABBATER RAHMAN (G-25056)  
Passport No:OC 2121790  
Senior Officer  
Sonali Bank Limited  
Agrabad Corporate Branch  
Chittagong

সোনালী ব্যাংক লিমিটেড  
পার্সোনেল ম্যানেজমেন্ট বিভাগ  
নং: OC 2121790  
তারিখ: ২/৫/১৭  
১. উপস্থাপন করছেন  
২. অনুমোদন করছেন  
৩. প্রমাণ জমা দিবেন  
৪. নথিভুক্ত করছেন  
৫. পরামর্শদাতার পরামর্শ দিন  
৬. নির্দেশ মোতাবেক কার্যক্রম করুন  
উপস্থিত কর্মচারীর ম্যানেজার

OC 2121790

Mr. Faruk  
W

**Subject : Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit India**

Dear Sir,

We have the pleasure to advise you that in consideration of your prayer and recommendation of Sonali Bank Limited, General Manager's Office, Chittagong the authority has sanctioned 15 (Fifteen) days leave (Outside Bangladesh) with full pay from the date of availment with a permission to visit the religious/historical places in India under the following terms and 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) It will be treated as " Leave Outside Bangladesh".
- (3) **Staying abroad over the sanctioned period will not be allowed.**
- (4) This sanction letter will remain valid for 03 (Three) months from the date of issue.

Yours faithfully,

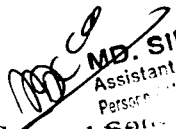
Sd/-

(Md.Sirajul Islam)

Assistant General Manager.

**Copy forwarded for kind information & Necessary action:**

01. General Manager, Sonali Bank Limited, General Manager's Office, Chittagong. It has a reference to their letter no.2093 dated the 17<sup>th</sup> April, 2017.
02. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka.
03. Deputy General Manager, Sonali Bank Limited, Agrabad Corporate Branch, Chittagong.. They are requested to send his joining report after availment of leave.
04. Immigration Officer, Hazrat Shahjalal (Rh) International Airport , Dhaka, Bangladesh.
05. Immigration Officer, All Land Ports./ All other International Airports of Bangladesh
06. Personal File/Office Copy/ Master Copy/Email Copy

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

Assistant General Manager