



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-15841/7032

Dated:-04 May, 2017

MD.MAZHARUL ISLAM (C-40375)
 Passport No:BK 0765241
 Senior Officer
 Sonali Bank Limited
 General Manager's Office
 Rangpur

১. উপস্থাপিত করণ
২. প্রাপ্য পদে
৩. প্রাপ্য পদে দিন
৪. মতিভুক্ত করণ
৫. প্রয়োজনীয় পদক্ষেপ দিন
৬. দিনের মধ্যে সম্পাদন করণ

৯/৪

১৭

৩/৭/১৭

Mr. Farhan

2/5

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, Rangpur 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, Rangpur. It has a reference to their letter no.2941 dated the 19th April, 2017.They are requested to send his joining report after availment of leave.
- ✓ 02. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka.
03. Immigration Officer, Hazrat Shahjalal (Rh) International Airport , Dhaka, Bangladesh.
04. Immigration Officer, All Land Ports/ All other International Airports of Bangladesh
05. Personal File/Office Copy/ Master Copy/Email Copy


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