



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- 22523/7159

Golam Md Saklayen
Officer(G-34716)
Passport No: OC 3162907
Sonali Bank Limited
Kustia Sugar Mills Branch
Kustia.

ইনকয়েরমেন্টে উক্তব্যক্তি বিভিন্ন সংশ্লিষ্ট কর্মসমূহে নিয়োজিত থাকার কারণে তদা কর্তৃপক্ষের নিকট প্রেরণ করা হবে।
১. উপস্থাপন করা ন
২. আনুগত্য স্বাক্ষর
৩. প্রত্যাহার দিন
৪. নথিভুক্ত স্বাক্ষর
৫. প্রয়োজনীয় পত্রাদি প্রদান
৬.নিকট প্রেরণ করা হবে।
ডেপুটি জেনারেল ম্যানেজার

Dated: 08 May, 2017

0508

M. Sirajul Islam
14.5.17

Subject: Sanction of 15(Fifteen) days leave(Outside Bangladesh) with full pay to visit the holy & spectacular places in India.

Dear Sir,

Reference letter no. 0792 dated the 14th February, 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 15(Fifteen) days leave(Outside Bangladesh) with full pay from the date of availment with the permission to visit the holy & spectacular 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. Deputy General Manager, Sonali Bank Limited, Principal Office, Kustia.
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, Kustia Sugar Mills Branch, Kustia.
7. Personal File / Master Copy .

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