



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-18215/7388

Dated:-14th May, 2017

SHUVASHIS SAHA (C-41977)

Passport No: BM 0992584

Principal Officer

Sonali Bank Limited

General Manager's Office

Faridpur

সোনালী ব্যাংক লিমিটেড
পার্সোনেল ম্যানেজমেন্ট ডিভিশন
সেকশন-৩
তারিখ: ১৪/০৫/১৭
ক্র.সং: ১৮২১৫/৭৩৮৮

১. উপস্থাপন করুন
২. সন্মত করুন
৩. প্রত্যাখ্যান দিন
৪. মন্তব্য করুন
৫. প্রয়োজনে পরামর্শ দিন
৬. প্রয়োজনে স্বাক্ষর করুন

ডেপুটি ম্যানেজিং ম্যানেজার

C to 80

S. Saha
15/5

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, Faridpur 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, Faridpur. It has a reference to their letter no.1908 dated the 24th 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, Bangladesh /All other International Airports of Bangladesh
05. Personal File / Office Copy/Master Copy/E-mail Copy

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