



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/SO-15488/13203

Dated : 18 October, 2016

Mr. Md Jaynal Abedin (C-38273)

Passport No: OC 2002059

Senior Officer (IT)

Sonali Bank Limited

Tanore Branch

Rajshahi.

ইনস্যান্ডেশন টেকনোলজি ডিভিশন
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: ১৮/১০/১৬ নম্বর:.....
এক্সিএম-১/১/ এসএসএ
১. উপস্থাপন করুন
২. আলাপ করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬. দিনের মধ্যে সমাপ্তি করুন
ডেপুটি ম্যানেজার

৯২৫০

Mr. Sirajul Islam

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 General Manager, Sonali Bank Limited, General Manager's Office, Rajshahi the authority has sanctioned 15 (Fifteen) days leave (Outside Bangladesh) with full pay from the date of availment with a permission to visit 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, Rajshahi. It has a reference to their letter no. 4905 dated the 08th September, 2016.
02. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka.
03. Deputy General Manager, Sonali Bank Limited, Principal Office, Rajshahi. They are requested to send his joining report after availment of leave.
04. Manager, Sonali Bank Limited, Tanore Branch, Rajshahi.
05. Immigration Officer, Hazrat Shahjalal (Rh) International Airport, Dhaka, Bangladesh.
06. Immigration Officer, All Land Ports, Bangladesh.
07. Personal File/Office Copy/Master Copy.

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