



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

PERSONNEL MANAGEMENT DIVISION
(SECTION-5)

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No.PMD/SEC-5/PF/OC-10666 / 16398

Dated : 30 November, 2016

Mr. Estiak Ahmed
Officer Cash
Sonali Bank Limited
Rangpur Corporate Branch
Rangpur.

সোনালী ব্যাংক লিমিটেড
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
ক্র.সং. ৪৫২
এজিএম-১/২/ এসএসএ
১. উপস্থাপনা করছেন
২. অনুমোদন করেছেন
৩. চুক্তি কার্যকর দিন
৪. নথিভুক্ত করা হয়েছে
৫. প্রয়োজনীয় পত্রাদি প্রেরণ করা হয়েছে
৬. প্রাপ্তি পরে প্রাপ্তি সম্পাদনা করুন
ডেপুটি ম্যানেজার

Subject : Sanction of 30 (Thirty) days leave (Outside Bangladesh) with full pay to Visit India along with family member : Mr. Estiak Ahmed (C-42787), Officer Cash, Sonali Bank Limited, Rangpur Corporate Branch, Rangpur.

Dear Sir,

Reference letter No. 8297 dated the 15th November, 2016 of General Manager's Office, Rangpur on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of General Manager's Office, Rangpur, the authority has sanctioned 30(Thirty) days full pay leave (Outside Bangladesh) from the date of availment with a permission to visit India along with family member under the following terms & 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) This sanctioned leave will be treated as 'Leave Outside Bangladesh'.
- (3) Over staying is strictly prohibited.
- (4) This sanction letter is valid for 3 (Three) months from the date of issue.

Yours faithfully,

Sd/-

(Md. Lutfur Rahman)

Assistant General Manger.

Copy forwarded for kind information & necessary action :

01. General Manager, Sonali Bank Limited, General Manager's Office, Rangpur.
02. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the leave (outside Bangladesh) sanction letter in the Bank's website.
03. Deputy General Manager, Sonali Bank Limited, Principal Office, Rangpur. Please send the joining report of the related officer specifying the date of leave availment .
04. Assistant General Manger, Sonali Bank Limited, Rangpur Corporate Branch, Rangpur.
05. Immigration Officer, All Airport, All Landport, Bangladesh.
06. Personal File.

Assistant General Manager