



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

৯০৫০

No.PMD/SEC-3/PF/SO-15539/12889

Dated : 09 October, 2016

Mr. S M Mainul Hossain (C-38190)
Passport No. OC-9149667
Senior Officer(IT)
Sonali Bank Limited
Principal Office
Barishal.

Subject : Sanction of 20 (Twenty) 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, Barishal the authority has sanctioned 20 (Twenty) days leave (Outside Bangladesh) with full pay from the date of availment with a permission to visit 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 is valid for 03 (Three) months from the date of issue.

Yours faithfully,

Sd/-

(Md. Sirajul Islam)

Assistant General Manager.

Handwritten signature and initials: M. Sirajul Islam, 10/10

Copy forwarded for kind information & Necessary action:

01. General Manager, Sonali Bank Limited, General Manager's Office, Barishal. It has a reference to their letter no. 4124 dated 29th 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, Barishal. They are requested to send his joining report after availment of leave.
04. Immigration Officer, Hazrat Shahjalal (Rh) International Airport, Dhaka, Bangladesh.
05. Immigration Officer, All Land Ports, Bangladesh.
06. Personal File/Office Copy/Master Copy.

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