



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-15124/13485

Dated : 23 October, 2016

Mrs. Nasrin Akter Dina (G-24721)
Passport No. OC-8035383
Senior Officer
Sonali Bank Limited
Kakrail Branch
Dhaka.

ইন্ডিয়ায় গিয়ে সোনালী ব্যাংক লিমিটেড
সংক্রান্ত বিষয়ে তথ্য সংগ্রহ করা হয়েছে, ঢাকা
তারিখ: ০৪/১০/১৬
এক্সিকিউটিভ অফিসার/অফিসার
১. উপস্থাপিত পত্র
২. সনাক্ত করা হয়েছে
৩. প্রমাণিত হয়েছে
৪. সনাক্ত করা হয়েছে
৫. সনাক্ত করা হয়েছে
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১০. সনাক্ত করা হয়েছে
ডেপুটি সিনিয়র অফিসার

gloce

Mr. Shihab
[Signature]

Subject : Sanction of 07 (Seven) 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, Dhaka-2, Dhaka the authority has sanctioned 07 (Seven) days leave (Outside Bangladesh) with full pay from the date of avilment 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.

Copy forwarded for kind information & Necessary action:

01. General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-2, Dhaka. It has a reference to their letter no. 4578 dated 10th October, 2016.
02. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka.
03. Deputy General Manager, Sonali Bank Limited, Principal Office, Ramna. They are requested to send her joining report after avilment of leave.
04. Assistant General Manager, Sonali Bank Limited, Kakrail Branch, Dhaka.
05. Immigration Officer, Hazrat Shahjalal (Rh) International Airport , Dhaka, Bangladesh.
06. Immigration Officer, All Land Ports, Bangladesh.
07. Personal File/Office Copy/Master Copy.

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