



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

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Head Office, Motijheel C/A.,
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PERSONNEL MANAGEMENT DIVISION
(SECTION-5)

No.PMD/SEC-5/PF/OC-7966 / 13761

Dated : 24 October, 2016

Mr. Md. Monirul Islam
Senior Officer Cash
Sonali Bank Limited
Jatrabari Branch
Dhaka.

ইনস্ট্রাকশন টেকনোলজি ডিভিশন	
স্বাক্ষরিত করণের পরে কর্মসূচী, ঢাকা	
তারিখ: ২৪/১০/১৬	সংখ্যা: ১৩৭৬১
একিড: ১৩৭৬১	
১. উপস্থাপন	
২. অনুমতি	
৩. প্রকৃত হওয়ার পর	
৪. নথিভুক্ত করা	
৫. প্রকৃত হওয়ার পর	
৬. ...স্বাক্ষরিত হওয়ার পর	
ডেপুটি সিনিয়র অফিসার	

১৩৭৬১

Mr. Shihab
and

Subject : Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to Visit India along with family member: Mr. Md. Monirul Islam (C-37157), Senior Officer Cash, Sonali Bank Limited, Jatrabari Branch, Dhaka.

Dear Sir,

Reference letter No.4189 dated the 18th September, 2016 of General Manager's Office, Dhaka-2 on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of General Manager's Office, Dhaka-2, the authority has sanctioned 15 (Fifteen) days full pay leave (Outside Bangladesh) from the date of availment with a permission to visit India along with family member for religious purpose 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, Dhaka-2.
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, Motijheel. Please send the joining report of the related officer specifying the date of leave availment .
04. Manager, Sonali Bank Limited, Jatrabari Branch, Dhaka.
05. Immigration Officer, All Airport, All Landport, Bangladesh.
06. Personal File.

Rahman

Assistant General Manager