



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED
PERSONNEL MANAGEMENT DIVISION
(SECTION-4)

Head Office, Motijheel C/A
Dhaka-1000, Bangladesh.
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No. PMD/SEC-4/PF-16060/13738

Mitra Lazon Kumar
Officer (C-40845)
Passport No : OC4135230
Information Technology Division-1
Sonali Bank Limited
Head Office
Dhaka .

১. উপস্থাপন করা
২. পরামর্শ দেওয়া
৩. প্রায়ঃঃঃঃঃ
৪. নথিঃঃঃঃঃ
৫. প্রয়োজনীয় প্রকরণ দিন
৬. নথিঃঃঃঃঃ
৭. নথিঃঃঃঃঃ
৮. নথিঃঃঃঃঃ
৯. নথিঃঃঃঃঃ
১০. নথিঃঃঃঃঃ

Dated: 31 October, 2016

Subject : Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit Holy places in India .

Dear Sir,

Reference letter no.1844 dated the 18th October, 2016 of Information Technology Division-1, Head Office, Dhaka on the captioned subject.

We have to advise that in consideration of your application and recommendation of Information Technology Division-1, Head Office, Dhaka, the authority has sanctioned 15 (Fifteen) days leave (Outside Bangladesh) with full pay from 06-11-2016 to 20-11-2016 or the date of availment with a permission to visit Holy places in 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. Stay 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 :

1. Deputy General Manager, Information Technology Division-1, Sonali Bank Limited, Head Office, Dhaka .
2. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka .
3. Immigration Officer, Hazrat Shahjalal (Rh) International Airport, Dhaka.
4. Immigration Officer, All Land ports/All Other International Airports, Bangladesh .
5. Personal File / Master Copy .

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