


SONALI BANK LIMITED

Head Office
Motijheel
Dhaka-1000
Bangladesh.

Personnel Management Division

Staff Management Department (Sec-8)

Telegraph : Ganabank

☎ : ৪৭১১৫৪৩৭, ফ্যাক্স-৯৫৭৩৭৬৫

ই-মেইলঃ dgmpmd@sonalibank.com.bd

NO.PMD/SMD/SEC-8/J-2940/15130

Dated : 01st November, 2016

Mr. Sheikh Ismail
S.S.S.G-2
Sonali Bank Limited
Fulbari Gate Branch
Khulna.

Subject : Sanction of 20 (Twenty) days leave (Outside Bangladesh) with full pay to visit India for Visit Ajmir Sharif & Other visiting places : Mr. Sheikh Ismail (G-36594), Supporting Sub Staff Grade-2, Sonali Bank Limited, Fulbari Gate Branch, Khulna.

Dear Sir,

Reference Letter No-4902, Dated 10th October, 2016 of Sonali Bank Limited, General Manager's Office, Khulna on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of Sonali Bank Limited, General Manager's Office, Khulna the authority has sanctioned 20 (Twenty) days full pay leave (Outside Bangladesh) from the date of availment with a permission to Visit India 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 03 (Three) months from the date of issue.

Yours faithfully,

Sd/-

(Md. Lutfur Rahman)

Assistant General Manager.

Mobile No. 01520-084033

Copy forwarded for kind information & necessary action :

01. General Manager, Sonali Bank Limited, General Manager's Office, Khulna.
02. Deputy General Manager, Information Technoloty Division-2, Solani 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, Khulna. Please send the joining report of the related Staff specifying the date of leave availment.
04. Manager, Sonali Bank Limited, Fulbari Gate Branch, Khulna.
05. Immigration Officer, All Airport, All Landport, Bangladesh.
06. Personal File.

Assistant General Manager.

ইনস্ট্রাকশন	স্বাক্ষর
সনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা	তারিখ: 01/11/2016
নং: ৪৯০২/১৬	এজিএম/৩/২/১৬
১. উপস্থাপনা নকল	
২. জামানত আবেদন	
৩. প্রস্তুত অবস্থায় থাকা	
৪. নথি হস্তান্তর	
৫. প্রয়োজনীয় পদক্ষেপ নিম্ন	
৬. নিম্নের মধ্যে সম্পাদনা করুন	
ডেপুটি ম্যানেজার	