



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-14295/15190

Dated : 06 November, 2016

Mr. Alauddin A/Azad (G-25827)  
Senior Officer (Freedom Fighter)  
Passport No:BM 0255740  
Govt. Accounts & Services Division  
Sonali Bank Limited  
Head Office  
Dhaka.

ইনফরমেশন টেকনোলজি ডিভিশন
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: ০৬/১১/১৬ নম্বর:.....
এজিএম-১/২/এসএসএ
১. উপস্থাপন করণ
২. আলাপ করণ
৩. দ্রুত জবায় দিন
৪. নথিভুক্ত করণ
৫. প্রয়োজনীয় পদক্ষেপ দিন
৬. বিয়ের মধ্যে সম্পাদনা করণ
ডেপুটি জেনারেল ম্যানেজার

৬৩৪৭

Mr. a Shidab  
৪/১১

**Subject : Sanction of 30 (Thirty) 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 Deputy General Manager, Govt. Accounts & Services Division, Sonali Bank Limited, Head Office, Dhaka the authority has sanctioned 30 (Thirty) days leave (Outside Bangladesh) with full pay from the date of availment with a permission to visit in India under the following terms and 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) It will be treated as 'Leave Outside Bangladesh'.
- (3) Staying abroad over the sanctioned period will not be allowed.
- (4) This sanction letter will remain 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 Deputy General Manager, Govt. Accounts & Services Division, Sonali Bank Limited, Head Office, Dhaka. It has a reference to their letter dated the 09<sup>th</sup> October, 2016. They are requested to send his joining report after availment of leave.
- 02 Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka.
- 03 Immigration Officer, Hazrat Shahjalal (Rh) International Airport, Dhaka, Bangladesh.
- 04 Immigration Officer, All Land Ports, Bangladesh.
- 05 Personal File/Office Copy/Master Copy.

Assistant General Manager  
**MD. SIRAJUL ISLAM**  
Assistant General Manager  
Personnel Management Division (Sec.34)  
Sonali Bank Limited  
Head Office, Dhaka.