



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

Head Office
Motijheel
Dhaka.

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Personnel Management Division
Officer Management Department(Sec-1)
E-Mail : dgmpmd@sonalibank.com.bd
☎ : 9564515, 9551121, 01787695513

NO. PMD/OMD/SEC-1/19209

Dated : 03 December, 2017

Ms. Sultana Shormin Jahan (G-35285)
Senior Principal Officer
Establishment & Engineering Division
Sonali Bank Limited
Head Office
Dhaka.

সোনালী ব্যাংক লিমিটেড
প্রধান কার্যালয়, ঢাকা
ক্রমিক নং: ১/২/ এসএসএ
১. উপস্থাপন করুন
২. পরামর্শ করুন
৩. প্রত্যাবর্তন তারিখ
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬.দিনের মধ্যে সম্পাদন করুন
ডেপুটি সিনিয়র ম্যানেজার

১১০৬
Mr. Faruk
Shor

Dear Sir,

Subject : **Sanction of 09 days leave (outside Bangladesh) with full pay to visit Singapore, Malaysia and 01 day earned leave.**

Reference may please be made to the letter no. 902 dated 12 November, 2017 of Establishment & Engineering Division, Sonali Bank Limited, Head Office, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and divisional recommendation, the authority has sanctioned 09 days leave (outside Bangladesh) including transit from 14 December, 2017 or from the date of availing with a permission to visit Singapore & Malaysia under the following terms & conditions :

Conditions :

- 1) You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited and Government of Bangladesh.
- 2) It will be treated as leave outside Bangladesh.
- 3) Over stay in abroad will not be allowed.
- 4) This sanction letter will remain valid for 03 (three) months from the date of issue.

The authority has also sanctioned you 01 day earned leave on 23 December, 2017.

Yours Faithfully,

S/d-

(Tauhidul Islam)

Assistant General Manager

Copy forward for kind information & necessary action to:

01. The Deputy General Manager, Establishment & Engineering Division, Sonali Bank Limited, Head Office, Dhaka.
02. The Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the letter in the Bank's website.
03. Immigration Officer, All Airports, Bangladesh.

Assistant General Manager

Tauhidul Islam
Assistant General Manager
Personnel Management Division
Sonali Bank Limited
Head Office, Dhaka.