



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/O-13662/15191

Dated : 07 November, 2016

Begum Nasima Khatun (C-36898)

Passport No: OC8061944

Senior Officer

Sonali Bank Limited

Local Office

Dhaka.

ইনফরমেশন টেকনোলজি ডিভিশন
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: ০৭/১১/১৬
এজিএম-১/২/এসএসএ
১. উপস্থাপন করণ
২. আলোচন করণ
৩. দ্রুত জবাব দিওন
৪. নথিভুক্ত করণ
৫. প্রয়োজনীয় পদক্ষেপ নিওন
৬.দিনের মধ্যে সম্পাদন করণ
ডেপুটি ম্যানেজার

৮২৬০

Mr. Pantha
2/9/16

Subject : Sanction of 30 (Thirty) days leave (Outside Bangladesh) with full Pay to visit the religious places in India.

Sir,

We have the pleasure to advise you that in consideration of your prayer and recommendation of Deputy General Manager, Sonali Bank Limited, Local Office, Dhaka dated 26th October, 2016 the authority has sanctioned 30 (Thirty) days leave (Outside Bangladesh) with full pay from the date of availment with a permission to visit 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(Establishment Dept.), Sonali Bank Limited,Local Office, Dhaka. It has a refer to your letter no. 2573 dated 26th October, 2016. They are requested to send her 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.

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