



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-12720/15194

Dated : 07 November, 2016

Mrs. Anjusree Basak (C-22114)

Passport No: OC 4022158

Senior Officer

Sonal Bank Limited

Principal Office

Pabna.

ইনফরমেশন টেকনোলজি ডিভিশন
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: ০৭/১১/১৬ নম্বর:.....
এজিএম-১/২/এসএসএ
১. উপস্থাপন করুন
২. আলাপ করুন
৩. দ্রুত জবাবে দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬.দিনের মধ্যে সম্পাদন করুন
ডেপুটি জেনারেল ম্যানেজার

b268

Mr. Faruk
09.11

Subject : Sanction of 25 (Twenty Five) 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 General Manager, Sonali Bank Limited, General Manager's Office, Rajshahi the authority has sanctioned 25 (Twenty Five) 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. General Manager, Sonali Bank Limited, General Manager's Office, Rajshahi. It has a reference to their letter no. 5365 dated the 18th October, 2016.
02. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka.
03. Deputy General Manager, Sonali Bank Limited, Principal Office, Pabna. They are requested to send her joining report after availment of leave.
04. Immigration Officer, Hazrat Shahjalal (Rh) International Airport, Dhaka, Bangladesh.
05. Immigration Officer, All Land Ports, Bangladesh.
06. Personal File/Office Copy/Master Copy.


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