



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED
PERSONNEL MANAGEMENT DIVISION
(SECTION-4)

Head Office, Motijheel
Dhaka-1000, Bangladesh
Phone: 88-02-9551121
Fax : 88-02-9573765

No. PMD/SEC-4/PF-12170/ 175

Dated: 04 January, 2017.

S. M. A Munsur Rahman (G-15548)
Officer
Passport No: BM 0255739
Inspection and Audit Division-2
(Operation and Policy)
Sonali Bank Limited
Head Office
Dhaka.

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১. প্রাপ্তি	✓
২. প্রাপ্তি	✓
৩. প্রাপ্তি	✓
৪. প্রাপ্তি	✓
৫. প্রাপ্তি	✓
৬. প্রাপ্তি	✓

ডেপুটি ম্যানেজার

Mr. Pantho
28/1

Subject: Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit Holy places in India .

Dear Sir,

Reference letter no. B-02 dated the 01st January, 2017 of Inspection and Audit Division-2 (Operation and Policy), Sonali Bank Limited, Head Office, Dhaka on the captioned subject.

We advise that, In consideration of your application and recommendation of Inspection and Audit Division-2 (Operation and Policy), Sonali Bank Limited, Head Office, Dhaka the authority has sanctioned 15 (Fifteen) days leave (Outside Bangladesh) with full pay from the date of availment with a permission to visit Holy places in India under the following terms and conditions:

Conditions:

1. You will 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. Stay abroad over the sanctioned leave will not be allowed.
4. This sanction letter is valid for 03 (Three) months from the date of issue.

Yours Faithfully
Sd/-
(Md. Sirajul Islam)
Assistant General Manager

Copy forwarded for kind information and necessary action :

1. Deputy General Manager, Sonali Bank Limited, IT Division-2/ Inspection and Audit Division-2 (Operation and Policy), Head Office, Dhaka.
2. Immigration Officer, Hazrat Shahjalal (Rh) International Airport, Dhaka.
3. Immigration Officer, All Land ports/ All other International airports, Bangladesh.
4. Personal File / Master Copy.

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