



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

PERSONNEL MANAGEMENT DIVISION
OFFICER MANAGEMENT DEPARTMENT
(SECTION-2)

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Bangladesh.
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Deputy General Manager
Phone: +8802-9564515

NO.PMD/OMD/SEC-2/(PF-19394)/

Dated : 03 January, 2017

MRS GULBAHER KHANAM (G-35646),
(Passport No-OC 4058421),
Principal Officer,
Reconciliation Division,
Sonal Bank Limited,
Head Office, Dhaka,
Bangladesh.

সোনালী ব্যাংক লিমিটেড
১. উদ্দেশ্য
২. পদের নাম
৩. পদের শ্রেণি
৪. পদের বৈশিষ্ট্য
৫. পদের কার্যক্রম
৬. পদের কর্মস্থল
৭. পদের কর্মসময়
৮. পদের কর্মসূচি
৯. পদের কর্মসূচির বিশদ বিবরণ
১০. পদের কর্মসূচির সমাপন কক্ষ

Subject : Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit in Malaysia & Thailand.

Dear Sir,

Reference letter No. 3030 dated the 29th December, 2016 of Reconciliation Division, Sonali Bank Limited, Head Office, Dhaka on the captioned subject.

We have to advise that in consideration of your application and recommendation of Reconciliation Division the authority has sanctioned 15 (Fifteen) days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit in Malaysia & Thailand under the following terms & conditions:-

- You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited/Government of Bangladesh.
- This sanctioned leave will be treated as Leave outside Bangladesh.
- Staying abroad over the sanctioned leave is strictly prohibited.**
- This sanctioned letter will remain valid for 03(three) months from the date of issue.

Yours faithfully,
Sd/-

(Tauhidul Islam)

Assistant General Manager

Phone: +8802-9551121

Copy forwarded for kind information & necessary action to:-

- Deputy General Manager, Reconciliation Division, Sonali Bank Limited, Head Office, Dhaka.
- Director, Hazrat Shahjalal (Rh.) International Airport, Dhaka.
- Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the Leave (Outside Bangladesh) sanction letter in the Bank's website.
- Immigration Officer, Hazrat Shahjalal (Rh.) International Airport, Dhaka, Bangladesh.

Assistant General Manager

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