


SONALI BANK LIMITED

Head Office
Motijheel
Dhaka-1000
Bangladesh.

Personnel Management Division

Staff Management Department (Sec-8)

Telegraph : Ganabank

☎ : 47115437 Fax-9573765

NO.PMD/SMD/SEC-8/-SSG-01(Tech)/519

Dated : 10-01-2017

Mr. Md. Helal uddin (G-30622)
Supporting Staff Grade-1,
Sonali Bank Limited
Local Office.
Dhaka

১. ডায়েরী নং	২০/১
২. প্রাপ্তি তারিখ	
৩. প্রাপ্ত স্থান	
৪. প্রাপ্ত ব্যক্তি	
৫. প্রাপ্ত বিষয়	
৬. প্রাপ্ত কর্মসূচি	

Mr. Faruk
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Subject : Sanction of 20 (twenty) days leave (Outside Bangladesh) with full pay to visit India for visit religious places: Mr. Md. Helal uddin (G-30622) Supporting Staff Grade-01, Sonali Bank Limited, Local Office, Dhaka.

Dear Sir,

Reference the letter No-51, Dated 5th January, 2017 of Sonali Bank Limited, Local Office, Dhaka. the captioned subject

It may kindly be advised that in consideration of your prayer and recommendation of Sonali Bank Limited, Local Office Dhaka, the authority has sanctioned 20 (twenty) days full pay leave (Outside Bangladesh) from 12-01-2017 to 31-01-2017 or the date of avilment with a permission to visit India under the following terms & conditions :

Conditions :

01. You have to bear all expenses of the proposed visit. There will be no financial involvement of Sonali Bank Limited/Govt. of Bangladesh.
02. This sanctioned leave will be treated as Leave-outside Bangladesh.
03. Over staying is strictly prohibited.
04. This sanction letter is valid for 03 (Three) months from the date of issue.

Yours Faithfully,

Sd/-

(Abdul Awal Bhuiyan)
Asst.General Manager
Tel. No. 47115437

Copy forwarded for kind information & necessary action :

- 01) General Manager, Sonali Bank Limited, Local Office, Dhaka. Please send the joining report of the related Staff specifying the date of leave avilment.
- 02) The 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
- 03) Immigration Officer, All Airport, All Landport, Bangladesh.
- 04) Personal File.

Abdul Awal Bhuiyan
Assistant General Manager
Tel No. 47115437
Abdul Awal Bhuiyan
Asstt. General Manager
Personnel Management Division
Sonali Bank Limited
Head Office, Dhaka.