



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office
Motijheel, Dhaka

Personnel Management Division

Staff Management Department(Sec-6)

E-Mail : dgmpmd@sonalibank.com.bd

Phone : 9564515, 47115437

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NO.PMD/SMD/SEC-6/PF(AOG-2(Cash)-8564/690

MOHAMMAD SAHIDUL ISLAM (C-38416)

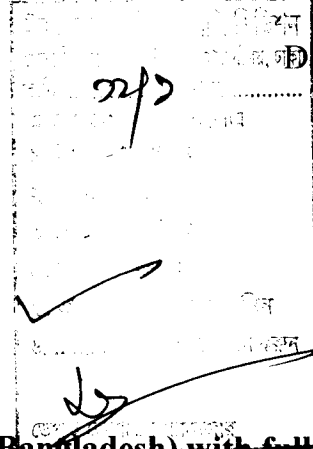
(Passport No.-OC-3131053)

Assistant Officer Grade-2 (Cash)

Sonali Bank Limited

Local Office

Dhaka.



02/1

Date : 12-01-2017

Mr. Partha
Pl. Take n/a
12/1

Sub:Sanction of 15(fifteen)days leave (Outside Bangladesh) with full pay to visit K.S.A. for performing 'Holy Omrah'.

Dear Sir,

Reference may please be made to the letter no.105 dated 09 January, 2017 of Sonali Bank Limited, Local Office, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and recommendation of Local Office, Dhaka, the authority has pleased to sanction you 15(fifteen) days leave (outside Bangladesh) from 13-01-2017 to 27-01-2017 or the date of availment with a permission to visit K.S.A. for performing 'Holy Omrah' under the following terms & conditions.

Conditions:

- 01.You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Ltd./Govt. of Bangladesh.
- 02.This sanctioned will be treated as leave-Outside Bangladesh.
- 03.**Over staying is strictly prohibited.**
- 04.This sanctioned letter will remain valid for 3(Three) months from the date of sanctioning.

Yours faithfully,

Sd/-

(Parimal Bandu Basak)

Assistant General Manager

Copy forwarded for kind information & necessary action to:

01. The General Manager, Sonali Bank Limited, Local Office, Dhaka. It has a reference to their letter no.105, dated 09-01-2017.
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, Hazrat Shahjalal (Rh.) International Airport, Dhaka./All Land Ports, Bangladesh
04. Personal File.

Assistant General Manager

Parimal Bandu Basak

Asst. General Manager

Personnel Management Division

Sonali Bank Limited

Head Office Dhaka