



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

PERSONNEL MANAGEMENT DIVISION

(SECTION-4)

2

Head Office, Motijheel

Dhaka-1000, Bangladesh

Phone: 88-02-9551121

Fax : 88-02-9573765

No. PMD/SEC-4/PF- 11675/670

Dated: 15 January, 2017.

Mohammad Omar Faruque
Officer (G-25115)
Passport No: BL 0879832
Sonali Bank Limited
Local Office
Dhaka.

সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
অফিস নং: ১১৬৭৫/৬৭০
এজিএম-১/২/ এসএসএ
১. উপস্থাপন করুন
২. আলাপ করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. পরে জনীয় পদক্ষেপ নিন
৬.দিনের মধ্যে সম্পাদন করুন
৭. পুঁজি জেনারেল ম্যানেজার

Mr. Faruque
1/15/17

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

Dear Sir,

Reference letter no. 2728 dated the 17th November, 2016 of Sonali Bank Limited, Local Office, Dhaka on the captioned subject.

We advise that, In consideration of your application and recommendation of Sonali Bank Limited, Local 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. Staying abroad over the sanctioned leave 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 and necessary action :

1. Deputy General Manager, Sonali Bank Limited, IT Division-2/ Local 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.