



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED
PERSONNEL MANAGEMENT DIVISION
(SECTION-3)

Head Office, Motijheel C/A.,
Dhaka-1000. Bangladesh.

Phone : 88-02-9551121
Fax-88-02-9573765

No.PMD/SEC-3/PF/SO-14460/744

Dated:-16th January,2017

MD.MAMUN OR RASHID (C-37220)
Passport No: OC 2166238
Senior Officer (IT)
Sonal Bank Limited
N.S. Road Branch
Kushtia

882
Dr. Pantha

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

Dear Sir,

We have the pleasure to advise you that in consideration of your prayer and recommendation of General Manager, Sonali Bank Limited, General Manager's Office, Faridpur the authority has sanctioned 15 (Fifteen) days leave (Outside Bangladesh) with full pay from the date of availment with a permission to visit the religious places in India under the following terms and conditions :

Conditions :

- (1) You 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 period 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 & Necessary action:

01. General Manager, Sonali Bank Limited, General Manager's Office, Faridpur. It has a reference to their letter no. 4260 dated the 26th October, 2016.
02. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka.
03. Manager, Sonali Bank Limited, N.S Road Branch, Kushtia. They are requested to send her joining report after availment of leave.
04. Immigration Officer, Hazrat Shahjalal (Rh) International Airport , Dhaka, Bangladesh.
05. Immigration Officer, All Land Ports, Bangladesh.
06. Personal File/Office Copy/Master Copy.

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

Normal Letter International leave