

সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED
PERSONNEL MANAGEMENT DIVISION
(SECTION-4)

Head Office, Motijheel
Dhaka-1000, Bangladesh
Phone: 88-02-9551121
Fax : 88-02-9573765

No. PMD/SEC-4/PF- 21208/672

Mst. Salma Khatun
Officer (G-33851)
Passport No: OC 8063447
Sonali Bank Limited
Greater Road Branch
Rajshahi.

১. উপস্থাপন করেন	
২. প্রায়শ্চিত্ত করেন	
৩. প্রাপ্ত তথ্যের মত	
৪. নথিভুক্ত করেন	
৫. প্রয়োজনীয় পরামর্শের মত	
৬. ... বিবেচনা করে	

Dated: 16 January, 2017.

888
Mr. Farhan
17/1

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

Dear Sir,

Reference letter no. 5863 dated the 21st November, 2016 of Sonali Bank Limited, General Managers' Office, Rajshahi on the captioned subject.

We advise that, In consideration of your application and recommendation of Sonali Bank Limited, General Managers' Office, Rajshahi 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, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka.
2. Deputy General Manager, Sonali Bank Limited, General Managers' Office, Rajshahi.
3. Immigration Officer, Hazrat Shahjalal (Rh) International Airport, Dhaka.
4. Immigration Officer, All Land ports/ All other International airports, Bangladesh.
5. 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.