



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-13397/829

Dated:-17<sup>th</sup> January,2017

ABU TARIQ SHALAHUDDIN AHMED SIDDIQUI (C-37266)

Passport No: OC 9073009

Senior Officer

Sonali Bank Limited

Pulhat Branch

Dinajpur

**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, Rangpur 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, Rangpur. It has a reference to their letter no. 7667 dated the 23<sup>th</sup> October, 2016.
02. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka.
03. Manager, Sonali Bank Limited, Pulhat Branch, Dinajpur. They are requested to send his 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)  
Sonali Bank Limited  
Head Office, Dhaka.

Normal Letter International