



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-13397/830

Dated:-17th January,2017

MD.SAZZAD HOSSAIN (C-44065)
Passport No: BL 0700750
Senior Officer
Sonali Bank Limited
Information Technology Division-2
Head Office,Dhaka

ই. অফিসের প্রধান কর্মকর্তার ডিউশন
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: ১৭/০১/১৭ নম্বর: ১১১১
এজিও. সোনালী ব্যাংক লিমিটেড
১. উপস্থাপিত প্রস্তাবনা
২. মতামত
৩. প্রস্তাবিত কর্মকর্তার নাম
৪. মতিমত
৫. পরোক্ষ কর্মকর্তার স্বাক্ষর
৬. প্রস্তাবিত কর্মকর্তার স্বাক্ষর
সোনালী ব্যাংক লিমিটেড

১১১

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 Deputy General Manager, Sonali Bank Limited, Information Technology Division-2 the authority has sanctioned 15 (Fifteen) days leave (Outside Bangladesh) with full pay from the date of avilment 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. Deputy General Manager, Sonali Bank Limited, Information Technology Division-2, Head Office, Dhaka. It has a reference to their letter no. 3302 dated the 17th November, 2016. They are requested to send his joining report after avilment of leave.
02. Immigration Officer, Hazrat Shahjalal (Rh) International Airport , Dhaka, Bangladesh.
03. Immigration Officer, All Land Ports, Bangladesh.
04. 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.