



SONALI BANK LIMITED Personnel Management Division
 Head Office Staff Management Department (Sec-8)
 Motijheel Telegraph : Ganabank
 Dhaka-1000
 Bangladesh. 47115437 Fax-9573765

NO.PMD/SMD/SEC-8/-FM-140/1016

Dated : 19-01-2017

Mr. SK, Abdus Samad (G-27344)
 Supporting Staff Grade-1,
 Sonali Bank Limited
 Satkhira Branch.
 Satkhira

22/02

252

Mr. [Signature] 20/1

ডেপুটি সিনিয়র ম্যানেজার

Subject : Sanction of 15 (fifteen) days leave (Outside Bangladesh) with full pay to visit India for Meet the relative: Mr. SK, Abdus Samad (G-27344) Supporting Staff Grade-01, Sonali Bank Limited, Satkhira Branch. Satkhira

Dear Sir,

Reference the letter No-5656, Dated 20th December, 2016 of Sonali Bank Limited, General Manager's Office Khulna, the captioned subject

It may kindly be advised that in consideration of your prayer and recommendation of Sonali Bank Limited, General Manager's Office Khulna, the authority has sanctioned 15 (fifteen) days full pay leave (Outside Bangladesh) from 14-03-2017 to 28-03-2017 or the date of avilment with a permission to visit India under the following terms & conditions :

Conditions :

01. You have to bear all expenses of the proposed visit. There will be no financial involvement of Sonali Bank Limited/Govt. of Bangladesh.
02. This sanctioned leave will be treated as Leave-outside Bangladesh.
03. Over staying is strictly prohibited.
04. This sanction letter is valid for 03 (Three) months from the date of issue.

Yours Faithfully,

Sd/-

(Abdul Awal Bhuiyan)
 Asst.General Manager
 Tel. No. 47115437

Copy forwarded for kind information & necessary action :

- 01) General Manager, Sonali Bank Limited, General Manager's Office Khulna, Please send the joining report of the related Staff specifying the date of leave avilment.
- 02) The Deputy General Manager, Sonali Bank Limited, Principal Office, Satkhira
- 03) The Deputy General Manager, Information Technology Division -2, Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the leave (Outside Bangladesh) sanction letter in the Bank's website
- 04) Manager, Sonali Bank Limited, Satkhira Branch, Satkhira
- 05) Immigration Officer, All Airport, All Landport, Bangladesh.
- 06) Personal File.

Assistant General Manager.
 Tel No. 47115437