



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- 21272/1280

Dated: 24 January, 2017

Mohammad Ullah
Officer (G-34852)
Passport No: BM 0017313
Sonali Bank Limited
Charmatua Branch,
Noakhali.

৬০২

ইনফরমেশন টেকনোলজি ডিভিশন সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা তারিখ: ২৪/১/১৭ নম্বর:..... এজিএম-১/২/এসএসএ
১. উপস্থাপন করুন
২. আশাপ করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬.দিনের মধ্যে সম্পাদন করুন
ডেপুটি ম্যানেজার ম্যানেজার

Gr. P. Ullah
২৪/১/১৭

Subject: Sanction of 30 (Thirty) days leave (Outside Bangladesh) with full pay to visit Holy Places in India.

Dear Sir,

Reference letter no. 6052 dated the 22nd December, 2016 of General Managers' Office, Comilla on the captioned subject.

We advise that, In consideration of your application and recommendation of General Managers' Office, Comilla the authority has sanctioned 30 (Thirty) 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, Comilla.
3. Deputy General Manager, Sonali Bank Limited, Principal Office, Noakhali.
4. Manager, Sonali Bank Limited, Charmatua Branch, Noakhali.
5. Immigration Officer, Hazrat Shahjalal (Rh) International Airport, Dhaka.
6. Immigration Officer, All Land ports/ All other International airports, Bangladesh.
7. 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.