



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/PO-21700/1583

Dated:-31th January,2017

SULTANA SANJIDA (C-46416)
Passport No: BL 0125533
Senior Officer
Sonali Bank Limited
Rajshahi Medical College Hospital Branch
Rajshahi

১. বৈধ পাসপোর্ট প্রমাণ করা হয়েছে	<input checked="" type="checkbox"/>
২. বৈধ ভিসা প্রমাণ করা হয়েছে	<input checked="" type="checkbox"/>
৩. বৈধ টিকিট প্রমাণ করা হয়েছে	<input checked="" type="checkbox"/>
৪. বৈধ ফান্ড প্রমাণ করা হয়েছে	<input checked="" type="checkbox"/>
৫. বৈধ হোল্ডিং প্রমাণ করা হয়েছে	<input checked="" type="checkbox"/>
৬. বৈধ অন্যান্য প্রমাণ করা হয়েছে	<input checked="" type="checkbox"/>

০১/২

১/৬/১৭

১/৬/১৭

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 Sonali Bank Limited, General Manager's 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 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, Rajshahi. It has a reference to their letter no.243 dated the 16th January, 2017.
02. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka.
03. Manager, Sonali Bank Limited, Rajshahi Medical College Hospital Branch, Rajshahi. They are requested to send her 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 leave advise