



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

PERSONNEL MANAGEMENT DIVISION
OFFICER MANAGEMENT DEPARTMENT
(SECTION-2)

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Bangladesh.
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Deputy General Manager
Phone: +8802-9564515

NO.PMD/OMD/SEC-2/(PF-14846)/1500

MASHUK ALI (C-38322)
(Passport No-OC 7147241)
Principal Officer
Sonali Bank Limited
Custom House Branch, Chittagong
Bangladesh.

১. উপস্থাপন করা	
২. অস্বীকার করা	
৩. প্রত্যাহার করা	
৪. নথিভুক্ত করা	
৫. প্রয়োজনীয় কার্যক্রম নিম্ন	
৬. বিচার দপ্তর সফল করা	

Dated : 01 February, 2017

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Subject : Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit in India.

Dear Sir,

Reference letter No. 4544 dated the 29th September, 2016 of General Manager's Office, Chittagong on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Chittagong the authority has sanctioned 15 (Fifteen) days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit in India under the following terms & conditions:-

- You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited/Government of Bangladesh.
- This sanctioned leave will be treated as Leave outside Bangladesh.
- Staying abroad over the sanctioned leave is strictly prohibited.**
- This sanctioned letter will remain valid for 03(three) months from the date of issue.

Yours faithfully,
Sd/-

(Tauhidul Islam)

Assistant General Manager

Phone: +8802-9551121

Copy forwarded for kind information & necessary action to:-

- General Manager, Sonali Bank Limited, General Manager's Office, Chittagong.
- Director, Hazrat Shahjalal (Rh.) International Airport, Dhaka/ Shah Amanat International Airport, Chittagong.
- Deputy General Manager, Sonali Bank Limited, Principal Office, Chittagong South, Chittagong.
- 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.
- Assistant General Manager, Sonali Bank Limited, Custom House Branch, Chittagong.
- Immigration Officer, Hazrat Shahjalal (Rh.) International Airport, Dhaka/Shah Amanat International Airport, Chittagong/Benapole, Jessore/ Burimari, Lalmonirhat/All Land Ports, Bangladesh.

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Assistant General Manager

Tauhidul Islam
Assistant General Manager
Personnel Management Division
Sonali Bank Limited
Head Office, Dhaka.