



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED
PERSONNEL MANAGEMENT DIVISION
(SECTION-4)

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Head Office, Motijheel
Dhaka-1000, Bangladesh
Phone: 88-02-9551121
Fax : 88-02-9573765

No. PMD/SEC-4/PF- 22207/1572

Dated: 01 February, 2017

Yeasin Ara Munni
Officer (C-45589)
Passport No: BM 0099456
Sonali Bank Limited
Krishi Bhaban Branch,
Dhaka.

Subject: Sanction of 10 (Ten) days leave (Outside Bangladesh) with full pay to visit Holy Places in India.

Dear Sir,

Reference letter no. 434 dated the 26th January, 2017 of General Managers' Office, Dhaka-2 on the captioned subject.

We advise that, In consideration of your application and recommendation of General Managers' Office, Dhaka-2 the authority has sanctioned 10 (Ten) 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. General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-2.
2. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head office, Dhaka.
3. Deputy General Manager, Sonali Bank Limited, Principal Office, Motijheel, Dhaka.
4. Assistant General Manager, Sonali Bank Limited, Krishi Bhaban Branch, Dhaka.
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.