



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- 22405/1385

Dated: 01 February, 2017

Mohammad Saiful Islam  
Officer (G-31727)  
Passport No: BM 0394606  
Sonali Bank Limited  
Motihar Branch  
Rajshahi.

১. প্রাপ্তি তারিখ	১৫/০১/১৭
২. প্রাপ্তি স্থান	রাশাহী
৩. প্রাপ্তি বিষয়	১৫ দিনের ছুটি
৪. প্রাপ্তি কারণ	হিন্দু ধর্মীয় স্থান পরিদর্শন
৫. প্রাপ্তি পত্র	সংস্কৃত
৬. প্রাপ্তি স্থান	রাশাহী
৭. প্রাপ্তি তারিখ	০১/০২/১৭

*Mr. Saiful Islam*

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

Dear Sir,

Reference letter no. 144 dated the 9<sup>th</sup> January, 2017 of General Managers' Office, Rajshahi on the captioned subject.

We advise that, In consideration of your application and recommendation of General Managers' 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 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, Rajshahi.
2. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head office, Dhaka.
3. Deputy General Manager, Sonali Bank Limited, Principal Office, Rajshahi.
4. Manager, Sonali Bank Limited, Motihar Branch, Rajshahi.
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.

*MD. Sirajul Islam*  
Assistant General Manager  
Personnel Management Division (Sec.3/4)  
Sonali Bank Limited  
Head Office, Dhaka.