



সোনালী ব্যাংক লিমিটেড  
SONALI BANK LIMITED

PERSONNEL MANAGEMENT DIVISION  
(SECTION-5)

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Dhaka-1000. Bangladesh.  
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No.PMD/SEC-5/PF/OC-8887 / 1832

Dated : 06 February, 2017

Mohammad Anisur Rahman  
Officer Cash  
Sonali Bank Limited  
BUET Branch  
Dhaka.

১. উপস্থাপিত পত্রিকা	
২. আবেদন পত্রিকা	
৩. প্রাপ্তি নথি	
৪. মঞ্জুরি নথি	
৫. প্রাপ্তি নথি	
৬. মঞ্জুরি নথি	
৭. প্রাপ্তি নথি	
৮. মঞ্জুরি নথি	
৯. প্রাপ্তি নথি	
১০. মঞ্জুরি নথি	

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**Subject : Sanction of 07 (Seven) days leave (Outside Bangladesh) with full pay to Visit Malaysia along with family member: Mohammad Anisur Rahman (C-39099), Officer Cash, Sonali Bank Limited, BUET Branch, Dhaka.**

Dear Sir,

Reference letter No. 398 dated the 23<sup>rd</sup> January, 2017 of General Manager's Office, Dhaka-2 on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of General Manager's Office, Dhaka-2, the authority has sanctioned 07 (Seven) days full pay leave (Outside Bangladesh) from the date of 06.02.17 to 12.02.17 or from the date of availment with a permission to visit Malaysia along with family member for religious purpose under the following terms & 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) This sanctioned leave will be treated as 'Leave Outside Bangladesh'.
- (3) Over staying is strictly prohibited.
- (4) This sanction letter is valid for 3 (Three) months from the date of issue.

Yours faithfully,

Sd/-

(Abdul Awal Bhuiyan)

Assistant General Manger.

Copy forwarded for kind information & necessary action :

01. General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-2.
02. 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.
03. Deputy General Manager, Sonali Bank Limited, Principal Office, Ramna, Dhaka. Please send the joining report of the related officer specifying the date of leave availment .
04. Assistant General Manager, Sonali Bank Limited, BUET Branch, Dhaka.
05. Immigration Officer, All Airport, All Landport, Bangladesh.
06. Personal File.

Assistant General Manager.