



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

PERSONNEL MANAGEMENT DIVISION
(SECTION-5)

Head Office, Motijheel C/A.,
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No.PMD/SEC-5/PF/OC-9513 / 1936

Dated : 08 February, 2017

Mr. Md. Jahid Iqbal
Officer Cash
Sonali Bank Limited
Sagardari Bazar Branch
Jessore.

স্বাক্ষরিত
১১/০২

Subject : Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to Visit India: Mr. Md. Jahid Iqbal (C-38916), Officer Cash, Sonali Bank Limited, Sagardari Bazar Branch, Jessore.

Dear Sir,

Reference letter No. 410 dated the 24th January, 2017 of General Manager's Office, Khulna on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of General Manager's Office, Khulna, the authority has sanctioned 15 (Fifteen) days full pay leave (Outside Bangladesh) from the date of 10.02.17 to 24.02.17 or from the date of avilment with a permission to visit India 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, Khulna.
- 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, Jessore. Please send the joining report of the related officer specifying the date of leave avilment . As per your recommendation and consequent upon approval of the authority Mr. Md. Shawkat Hossain (C-31848), Officer, Sagardari Bazar Branch, Jessore will hold the charge of Manager temporarily during the leave of Mr. Md. Jahid Iqbal.
- 04 Manager, Sonali Bank Limited, Sagardari Bazar Branch, Jessore.
- 05 Mr. Md. Shawkat Hossain (C-31848), Officer, Sagardari Bazar Branch, Jessore.
- 06 Immigration Officer, All Airport, All Landport, Bangladesh.
- 07 Personal File.


Assistant General Manager.