



সোনালী ব্যাংক লিমিটেড  
SONALI BANK LIMITED  
PERSONNEL MANAGEMENT DIVISION  
(SECTION-3)

Head Office, Motijheel C/A.,  
Dhaka-1000, Bangladesh.

Phone : 88-02-9551121  
Fax-88-02-9573765

No.PMD/SEC-3/PF/PO-13669/2236

Dated:-12<sup>th</sup> February, 2017

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LATIFA HELEN LIPI (C-38088)  
Passport No: OC 2039125  
Senior Officer  
Sonali Bank Limited  
Moghbar Branch  
Dhaka

*Mr. Sirajul Islam*

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

Dear Sir,

We have the pleasure to advise you that in consideration of your prayer and recommendation of Sonali Bank Limited, General Manager's Office, Dhaka-1 the authority has sanctioned 15 (Fifteen) days leave (Outside Bangladesh) with full pay from the date of availment with a permission to visit the religious places in India under the following terms and 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) It will be treated as " Leave Outside Bangladesh".
- (3) **Staying abroad over the sanctioned period 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 & Necessary action:

01. General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-1. It has a reference to their letter no.304 dated the 17<sup>th</sup> January, 2017.
02. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka.
03. Deputy General Manager, Sonali Bank Limited, Principal Office, Banga Bondhu Avenue, Dhaka.
04. Manager, Sonali Bank Limited, Moghbar Branch, Dhaka. They are requested to send her joining report after availment of leave.
05. Immigration Officer, Hazrat Shahjalal (Rh) International Airport, Dhaka, Bangladesh.
06. Immigration Officer, All Land Ports, Bangladesh.
07. Personal File/Office Copy/ Master Copy

*Md. Sirajul Islam*

Assistant General Manager