



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- 15309/2036

<p>টনক্রেমেশন টিকমোলজি ডিভিশন</p> <p>সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা</p> <p>তারিখ: ১২/২/১৭</p> <p>এজিগ্রম-১/২/১. এসএসএ</p> <p>১. উপস্থাপন করুন</p> <p>২. অমোদন করুন</p> <p>৩. প্রত্যুত্তর দিন</p> <p>৪. নথিভুক্ত করুন</p> <p>৫. প্রয়োজনীয় পদক্ষেপ দিন</p> <p>৬.নিম্নের মধ্যে সম্পাদন করুন</p> <p>ডেপুটি জেনারেল ম্যানেজার</p>	<p>Dated: 12 February, 2017</p> <p>২২৪৩</p> <p>Dr. Sirajul Islam</p> <p>14.2.17</p>
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Mihir Lal Ghosh
Officer(G-26915)
Passport No: BK 0768160
Sonali Bank Limited
Principal Office
Sylhet.

Subject: Sanction of 15(Fifteen) days leave (Outside Bangladesh) with full pay to meet with kith & kin in India.

Dear Sir,

Reference letter no. 284 dated the 16th January, 2017 of General Manager's Office, Sylhet on the captioned subject.

We advise that in consideration of your application and recommendation of General Manager's Office, Sylhet, the authority has sanctioned 15(Fifteen) days leave (Outside Bangladesh) with full pay from the date of availment with a permission to meet with kith & kin 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 issuance.

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, Sylhet.
2. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head office, Dhaka.
3. Deputy General Manager, Sonali Bank Limited, Principal Office, Sylhet.
4. Immigration Officer, Hazrat Shahjalal (Rh) International Airport, Dhaka.
5. Immigration Officer, All Land ports/All Other International Airports, Bangladesh.
6. Personal File / Master Copy.

Assistant General Manager