



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

PERSONNEL MANAGEMENT DIVISION

(SECTION-4)

Head Office, Motijheel

Dhaka-1000, Bangladesh

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No. PMD/SEC-4/PF- 21324/2493

Chandan Chandra Chowdhury
Officer (G-34381)

Passport No: BM 0998567

Sonali Bank Limited

General Manager's Office

Dhaka-1.

ইনফরমেশন টেকনোলজি ডিভিশন
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: ১৯/০২/১৭ বছর:
এজিএম-১/২/ এসএসএ
১. উপস্থাপন বরফন
২. আলোপ করুন
৩. দ্রুত জবাব দিন
৪. নপিডুল করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬.দিনের মধ্যে সম্পাদন করুন
ডেপুটি জেনারেল ম্যানেজার

Dated: 19 February, 2017

Subject: Sanction of 20 (Twenty) days leave (Outside Bangladesh) with full pay to visit the Holy Places & meet with kith & kin in India.

Dear Sir,

Reference letter no. 439 dated the 26th January, 2017 of General Manager's Office, Dhaka-1 on the captioned subject.

We advise that in consideration of your application and recommendation of General Manager's Office, Dhaka-1, the authority has sanctioned 20(twenty) days leave (Outside Bangladesh) with full pay from the date of availment with the permission to visit the Holy places & 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, Dhaka-1.
2. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head office, Dhaka.
3. Immigration Officer, Hazrat Shahjalal (Rh) International Airport, Dhaka.
4. Immigration Officer, All Land ports/All Other International Airports, Bangladesh.
5. Personal File / Master Copy.

Assistant General Manager

Md. SIRAJUL ISLAM
Assistant General Manager
Information Technology Division (Sec.3/4)
Sonali Bank Limited
Dhaka.