



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- 16508/2497

ইনকরমেশন টিকনোলজি ডিভিশন
সেকশন-৪
তারিখ: ২২/০২/২০১৭
এজিএম-১/৮/ এসএসএ
১. উপস্থাপন করণ
২. কার্যসূচী প্রস্তুত
৩. প্রাপ্ত জরুরি দিন
৪. নথিভুক্ত করণ
৫. প্রয়োজনীয় পদক্ষেপ নিম্ন
৬.দিনের মধ্যে সম্পাদন করণ
ডেপুটি ম্যানেজার

Dated: 22 February, 2017

Md Shariful Islam
Officer (C-39956)
Passport No: OC 6059251
Sonali Bank Limited
Purapara Branch
Jessore.

Subject: Sanction of 25(Twenty Five) days leave(Outside Bangladesh) with full pay to visit the Holy Places & Nikopark in India.

Dear Sir,

Reference letter no. 593 dated the 7th February, 2017 of General Manager's Office, Khulna on the captioned subject.

We advise that in consideration of your application and recommendation of General Manager's Office, Khulna, the authority has sanctioned 25(Twenty Five) days leave (Outside Bangladesh) with full pay from the date of availment with the permission to visit the Holy places & Nikopark 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

forwarded for kind information and necessary action :

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

Assistant General Man
MD. SIRAJUL ISLA
Assistant General Manage
Personnel Management Division (Sr
Sonali Bank Limi
Head Office, Dhaka.