



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

PERSONNEL MANAGEMENT DIVISION
(SECTION-5)

Head Office, Motijheel C/A.,
Dhaka-1000. Bangladesh.
Phone : 88-02-9564515 (DGM)
& : 88-02-47115437 (AGM)
Fax : 88-02-9573765
Email : dgmppmd@sonalibank.com.bd

No.PMD/SEC-5/PF/OC-10317 / 2709

Dated : 22 February, 2017

Mr. Mahfuzur Rahman
Officer Cash
Sonali Bank Limited
Chuadanga Branch
Chuadanga.

ইনফরমেশন টেকনোলজি ডিভিশন
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: 20/2/17 নম্বর:
এজিএক-১/২/এসএসএ
১. উপস্থাপন করুন
২. আলোচন করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬.দিনের মধ্যে সমাপ্ত করুন
ডেপুটি জেনারেল ম্যানেজার

২০০৩

Mr. Mahfuzur Rahman
2017

Subject : Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to Visit India: Mr. Mahfuzur Rahman (C-42567), Officer Cash, Sonali Bank Limited, Chuadanga Branch, Chuadanga.

Dear Sir,

Reference letter No. 649 dated the 8th February, 2017 of General Manager's Office, Faridpur on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of General Manager's Office, Faridpur, the authority has sanctioned 15 (Fifteen) days full pay leave (Outside Bangladesh) from the date of 16.03.17 to 30.03.17 or from the date of availment 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, Faridpur.
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, Chuadanga. **Please send the joining report of the related officer specifying the date of leave availment .**
04. Assistant General Manager, Sonali Bank Limited, Chuadanga Branch, Chuadanga.
05. Immigration Officer, All Airport, All Landport, Bangladesh.
06. Personal File.

Assistant General Manager.