



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

PERSONNEL MANAGEMENT DIVISION
(SECTION-5)

Head Office, Motijheel C/A.,
Dhaka-1000. Bangladesh.
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No.PMD/SEC-5/PF/SOC-8452 / 2842

Dated : 23 February, 2017

Mr. Mohammad Delwar Hossain
Senior Officer Cash
Sonali Bank Limited
Raipura Branch
Narsingdi.

সোনালী ব্যাংক লিমিটেড
প্রধান কার্যালয়, ঢাকা
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১৯/২/এসএসএ
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Mr. Delwar Hossain

Subject : Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to Visit India: Mr. Mohammad Delwar Hossain (G-29113), Senior Officer Cash, Sonali Bank Limited, Raipura Branch, Narsingdi.

Dear Sir,

Reference letter No. 700 dated the 12th February, 2017 of General Manager's Office, Dhaka-1 on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of General Manager's Office, Dhaka-1, the authority has sanctioned 15 (Fifteen) days full pay leave (Outside Bangladesh) form the date of availment with a permission to visit Azmir Sharif 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, Dhaka-1.
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, Narsingdi. **Please send the joining report of the related officer specifying the date of leave availment .**
04. Manager, Sonali Bank Limited, Raipura Branch, Narsingdi.
05. Immigration Officer, All Airport, All Landport, Bangladesh.
06. Personal File.

Assistant General Manager.