



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-9670 / 2843

Dated : 23 February, 2017

Mr. Emdadul Hoq Mina
Senior Officer Cash
Sonali Bank Limited
Foreign Exchange Corporate Branch
Dhaka.

সোনালী ব্যাংক লিমিটেড
২৭/২
১. পদক্ষেপ করুন
২. পদক্ষেপ করুন
৩. পদক্ষেপ করুন
৪. পদক্ষেপ করুন
৫. প্রয়োজনীয় পদক্ষেপ দিন
৬.দিবের মধ্যে সম্পাদন করুন
ডেপুটি জেনারেল ম্যানেজার

Subject : Sanction of 20 (Twenty) days leave (Outside Bangladesh) with full pay to Visit India: Mr. Emdadul Hoq Mina (C-39478), Senior Officer Cash, Sonali Bank Limited, Foreign Exchange Corporate Branch, Dhaka.

Dear Sir,

Reference letter No. 757 dated the 15th February, 2017 of General Manager's Office, Dhaka-2 on the captioned subject.

It may kindly be advised that in consideration of your prayer and recommendation of General Manager's Office, Dhaka-2, the authority has sanctioned 20 (Twenty) days full pay leave (Outside Bangladesh) from the date of avilment with a permission to visit India for the purpose of better treatment of your wife 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,

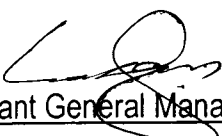
Sd/-

(Abdul Awal Bhuiyan)

Assistant General Manger.

Copy forwarded for kind information & necessary action :

01. General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-2.
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, Foreign Exchange Corporate Branch, Dhaka. **Please send the joining report of the related officer specifying the date of leave avilment .**
04. Immigration Officer, All Airport, All Landport, Bangladesh.
05. Personal File.


Assistant General Manager.