



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED
PERSONNEL MANAGEMENT DIVISION
(SECTION-3)

Head Office, Motijheel C/A.,
Dhaka-1000. Bangladesh.

Phone : 88-02-9551121
Fax-88-02-9573765

No.PMD/SEC-3/PF/PO-13735/2875

Dated:-26th February, 2017

SAJU BISWAS (C-37098)
Passport No: OC 7126398
Senior Officer
Sonali Bank Limited
Garibshah Sarak Branch
Jessore

সোনালী ব্যাংক লিমিটেডের পক্ষে
সোনালী ব্যাংক লিমিটেডের প্রধান কার্যালয়, ঢাকা
তারিখ: ২৭/২/২০১৭
এজিএম-৩/২/এসএসএ
১. উপস্থাপন করুন
২. আলাপ করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. পরোক্ষভাবে পদক্ষেপ নিন
৬. দিনের মধ্যে সুস্পষ্ট মতামত
ডেপুটি ম্যানেজার ম্যানেজার

২০১৭

২০১৭

Subject : Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit India

Dear Sir,

We have the pleasure to advise you that in consideration of your prayer and recommendation of Sonali Bank Limited, General Manager's Office, Khulna the authority has sanctioned 15 (Fifteen) days leave (Outside Bangladesh) with full pay from the date of avilment with a permission to visit the religious/Historical places in India under the following terms and 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) It will be treated as " Leave Outside Bangladesh".
- (3) **Staying abroad over the sanctioned period will not be allowed.**
- (4) This sanction letter will remain valid for 03 (Three) months from the date of issue.

Yours faithfully,

Sd/-

(Md.Sirajul Islam)

Assistant General Manager.

Copy forwarded for kind information & Necessary action:

01. General Manager, Sonali Bank Limited, General Manager's Office, Khulna. It has a reference to their letter no. 647 dated the 9th February, 2017.
02. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka.
03. Deputy General Manager, Sonali Bank Limited, Principal Office, Jessore.
04. Manager, Sonali Bank Limited, Garibshah sarak, Jessore. They are requested to send her joining report after avilment of leave.
05. Immigration Officer, Hazrat Shahjalal (Rh) International Airport, Dhaka, Bangladesh.
06. Immigration Officer, All Land Ports, Bangladesh.
07. Personal File/Office Copy/ Master Copy/Email Copy

Assistant General Manager
MD. SIRAJUL ISLAM
Assistant General Manager
Personnel Management Division (Sec.3/4)
Sonali Bank Limited
Head Office, Dhaka.

Normal Letter International leave advise