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ইনস্ট্রাকশন	টেকনোলজি ডিভিশন
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা	
তারিখ: ১১/০২/১৭	
এসএমএম-১/২/১, এসএমএমএ	Dated: 28 February, 2017
১ উপস্থাপন করুন	
২ পরামর্শ করুন	
৩ পাস করা হবে কিনা	
৪ বিবেচনা করুন	
৫ প্রয়োজনীয় পরামর্শ দিন	
৬ নিম্নের মধ্যে সুপারিশ করুন	
ডেপুটি ম্যানেজার	

Handwritten signature and date 11/02

No. PMD/SEC-4/PF- 19698/2754

Mohammad Abdus Samad
Officer (G-32165).
Passport No: OC 4059604
Sonal Bank Limited
Bholahat Branch
Chapainawabganj.

Subject: Sanction of 20(Twenty) days leave(Outside Bangladesh) with full pay to visit the holy & historical Places in India.

Dear Sir,

Reference letter no. 672 dated the 08th February, 2017 of General Manager's Office, Rajshahi on the captioned subject.

We advise that in consideration of your application and recommendation of General Manager's Office, Rajshahi, the authority has sanctioned 20(Twenty) days leave (Outside Bangladesh) with full pay from the date of availment with the permission to visit the holy & historical places 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

Copy forwarded for kind information and necessary action :

1. General Manager, Sonali Bank Limited, General Manager's Office Rajshahi.
2. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head office, Dhaka.
3. Assistant General Manager, Sonali Bank Limited, Regional Office, Chapainawabganj.
4. Manager, Sonali Bank Limited, Bholahat Branch, Chapainawabganj.
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.

Handwritten signature
Assistant General Manager
MD. SIRAJUL ISLAM
Assistant General Manager
Personnel Management Division
Sonal Bank Limited
Dhaka