



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

PERSONNEL MANAGEMENT DIVISION
OFFICER MANAGEMENT DEPARTMENT
(SECTION-2)

Head Office, Dhaka-1000
Bangladesh.

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Deputy General Manager

Phone: +8802-9564515

NO.PMD/OMD/SEC-2/(PF-19484)/2584

MD MONIRUZZAMAN (G23437),
(Passport No-OC 9103544),
Principal Officer,
Sonali Bank Limited,
Principal Office, Chuadanga,
Bangladesh.

ইনফরমেশন সিস্টেম
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: ১৯/১/১৭
ক্রমিক নং: ১৯/এসএসএ
১. উপস্থাপন করুন
২. সমাপ্ত করুন
৩. দায়িত্ব পালন
৪. মতিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬.সিনের মধ্যে সম্পাদন করুন
ডেপুটি সিনিয়র ম্যানেজার

Dated : 28 February, 2017

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

Dear Sir,

Reference letter No. 515 dated the 31 January, 2017 of General Manager's Office, Faridpur on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Faridpur the authority has sanctioned 15 (Fifteen) days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit in India under the following terms & conditions:-

- You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited/Government of Bangladesh.
- This sanctioned leave will be treated as Leave outside Bangladesh.
- Staying abroad over the sanctioned leave is strictly prohibited.**
- This sanctioned letter will remain valid for 03(three) months from the date of issue.

Yours faithfully,

Sd/-

(Tauhidul Islam)

Assistant General Manager

Phone: +8802-9551121

Copy forwarded for kind information & necessary action to:-

- General Manager, Sonali Bank Limited, General Manager's Office, Faridpur.
- Director, Hazrat Shahjalal (Rh.) International Airport, Dhaka.
- 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.
- Deputy General Manager, Sonali Bank Limited, Principal Office, Chuadanga.
- Immigration Officer, Hazrat Shahjalal (Rh.) International Airport, Dhaka/Benapole, Jessore/Burimari, Lalmonirhat/All Land Ports, Bangladesh.

Assistant General Manager

Tauhidul Islam
Assistant General Manager
Personnel Management Division
Sonali Bank Limited
Head Office Dhaka