



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

PERSONNEL MANAGEMENT DIVISION
(SECTION-4)

Head Office, Motijheel
Dhaka-1000, Bangladesh
Phone: 88-02-9551121
Fax : 88-02-9573765

No. PMD/SEC-4/PF- 20590/2996

Mohammad Moklesur Rahman
Officer(G-32985)
Passport No: OC 6037332
Inspection & Audit Division-3
Sonali Bank Limited
Head Office
Dhaka.

ইনকয়েরমেন্ট নং	১০
সোনালী ব্যাংক লিমিটেড প্রধান কার্যালয়, ঢাকা	
তারিখ	১০/৩/১৭
এজিএম-১/২/এসএমএ	
১. উপস্থাপন কার্যক্রম	
২. আসাপ কার্যক্রম	
৩. দ্রুত অব্যবহিত	
৪. নথিভুক্ত কার্যক্রম	
৫. প্রয়োজনীয় পদক্ষেপ নিন	
৬.দিনের মধ্যে সমাপ্ত করুন	
ডেপুটি ইন্সপেক্টর ম্যানেজার	

Dated: 01 March, 2017

Handwritten signature and initials

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

Dear Sir,

Reference letter no. 2219 dated the 23th February, 2017 of Inspection & Audit Division-3, Head Office, Dhaka on the captioned subject.

We advise that in consideration of your application and recommendation of Inspection & Audit Division-3, Head Office, Dhaka, the authority has sanctioned 15(Fifteen) 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. Deputy General Manager, Inspection & Audit Division-3, Sonali Bank Limited, Head office, Dhaka
2. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head office, Dhaka.
3. Immigration Officer, Hazrat Shahjalal (Rh) International Airport, Dhaka.
4. Immigration Officer, All Land ports/All Other International Airports, Bangladesh.
5. Personal File / Master Copy.

Handwritten signature
Assistant General Manager

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